

Inventory Control

Passport Business Solutions™
Accounting and Business Software

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Passport Business Solutions™
Accounting and Business Software

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Understanding Inventory Control

This chapter contains the following topics:

[Key Words and Concepts](#)

[Product Description](#)

KEY WORDS AND CONCEPTS

To understand how to use Inventory Control, you should understand some key concepts and words that are used in this module that relate to *Inventory Control*.

Inventory

Inventory consists of goods purchased and held for resale to customers. It can also include items that will be used internally in the business, on jobs, or in the manufacturing process.

Inventory is quite simply the collective total of all merchandise on-hand for sale to customers in the ordinary course of business.

Inventory Control

The control of inventory includes being able to regulate or know what goes into inventory and what goes out of inventory. This includes knowing the value of what is in inventory at any time. Inventory control is often abbreviated as I/C or IC.

Item

An item is a clearly identifiable product, material, or commodity that can be stocked, sold, or used. Inventory Control maintains a file of inventory items. Each item is identified by a unique number and a description. Other information maintained for an item includes cost, price, product category, quantity on hand and reorder level.

Perpetual Inventory

Perpetual inventory is an inventory system that shows each change in the amount on-hand as it occurs. It is called perpetual because you perpetually (or continually) know the amount of each inventory item on hand.

Accounting

Accounting is the collection, categorization and presentation of financial records.

General Ledger

General Ledger is the area of accounting where the records from other areas of accounting are brought together for classification and summarization, thereby creating a picture of the overall condition of the company's finances.

As used here, general means pertaining to many areas. Ledger means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called ledgers.) General Ledger is often abbreviated G/L or GL.

General Ledger Account

A general ledger account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called telephone expenses, under which you categorize your telephone bills.

General ledger account is often abbreviated G/L account. Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an account number to each G/L account.

Independent businesses usually use a 3 or 4 digit account number. For example, you may have a G/L account called 100 Cash in the bank, and one called 200 Sales of Product A, and one called 210 Sales of Product B. Typically, an independent business will have a hundred or more G/L accounts. In accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

Cost Center

A cost center is a distinct area within your company for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the whole company.

In the Passport Business Solutions software, the main G/L account number is from 4 to 8 digits long. If you choose to use cost centers (they are optional in PBS software), you get a sub-account (up to 8 digits) added onto the G/L account number.

For example, your office supplies G/L account is numbered 4200, and you want to track office supply expenses independently for each of your three major departments (Dept. A, Dept. B, and Dept. C). Rather than use a different main account number for each department (such as 4201, 4202 and 4203), you could append -001, -002 and -003 to the 4200 main account number as follows:

4200-001 Office supplies, Dept. A

4200-002 Office supplies, Dept. B

4200-003 Office supplies, Dept. C

Then, whenever you're allocating office supply expenses to G/L accounts, you would use the above 7-digit numbers.

Cost centers also apply to sales. A typical use for tracking sales by cost center is for a company that has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

PBS software organizes your data for you automatically as it stores it on your disk.

There are four terms you should understand about the way the data is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field

A field (sometimes called a data field) is one or more characters representing a single piece of data. For example, a name, a date, or a dollar amount are all fields.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. A record in a data file is often referred to as an entry.

Data File

A data file is a group of one or more related records. A data file is often referred to simply as a file.

The Item file in Inventory Control is an example of a data file. Such a file is made up of many records, each of which contains the description, prices, etc., for one item.

Each file is kept separate from the other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, file in this User documentation means data file, unless specifically stated otherwise.

Purging Files

As used here, purge means to remove unnecessary items. For example, the Inventory Control Serial file can be purged of sold serial number records. The serial number records for the item range and cut-off dates that you specify are deleted (purged) from the file.

Any other items' serial number records, and those that fall outside of the cut-off dates specified for the purge, remain in the Inventory Control Serial file.

Transactions

As used in accounting, transaction means a business event involving money and/or goods and/or services. For example, a transaction occurs each time you gas up your car -- you are paying money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbor in exchange for the use of his lake cottage (services).

Computer software deals primarily with business events that have already taken place. Therefore, in PBS, software transaction means the record of a completed business event involving money and/or goods and/or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable.

The records of quantities of goods received and sold are transactions from the accounting area called inventory control.

Post

To post means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in Accounts Receivable, sales are initially entered into a temporary transaction file. After sales have been entered and edited, they are posted to the more permanent A/R Open Item file.

Often, during transaction posting, information in other data files is also updated. For example, when sales are posted, the account balance and historical sales figures in the Customer file are also updated.

Function

As used here, function means one or more programs that accomplish a specific task. Each selection on a menu for a Passport module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Integrated

When a set of accounting modules is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You don't have to enter it twice.

PBS software is fully integrated. When Inventory Control is used with other modules, data recorded in other modules can be transferred automatically to I/C and vice versa.

Inventory Control is integrated with these other modules:

- **Accounts Receivable** sales of goods can update I/C quantities.
- **General Ledger** distributions are generated as items are put into or taken out of inventory. These can be automatically transferred to G/L if you use General Ledger.
- **Order Entry** automatically updates item quantities in I/C for all orders processed.
- **Point of Sale** provides counter sales, orders and layaways of I/C items and updates quantities sold during receipt or invoice posting.
- **Sales Analysis** is automatically updated so that it can produce reports including sales by item, by product category, and by sales volume.
- **Job Cost** accepts items that you wish to transfer from inventory to jobs or vice versa.
- **Purchase Order** quantity on order will display in I/C.

Alphanumeric

When the documentation refers to an alphanumeric entry, this means that the entry can be letters of the alphabet, numerals (numbers), special symbols (*, &, \$, etc.) or any combination of all three kinds. In contrast, if an entry is specified as numeric, only numbers can be used.

Cost, Price and Margin

An item's price is what a customer would pay to buy that item from you. An item's cost is how much you spent to acquire that item for your inventory. The difference between the two is the

margin, or gross cost, that you make on a sale of that item.

Every item in I/C has two recorded costs: a replacement cost and an average cost.

Replacement cost: This is the most current cost of an item. It is what you would pay now to replace an item in inventory.

Average cost: The average of all costs paid for an item. This is recalculated each time items are added to your inventory, and in certain situations, when items are removed from your inventory.

Serialized Items

A serialized item is a specific unit of merchandise with a unique serial number. Only one serial number is allowed for each serialized item received. Receivings of serialized items are made as for any item, with the addition of entering serial numbers when appropriate.

Serialized inventory allows you to capture and track detailed information on individual serial numbers

Lot-controlled Items

A lot-controlled item is an item whose quantities are tracked within unique lot numbers. Lot numbers are specified during the normal receiving process. On-hand quantities can be viewed by lot, and sales of full or partial lots are recorded and tracked by lot number.

Kits and Work Orders

A kit is an inventory item that is assembled from a set of other inventory items. The inventory items from which a kit is assembled are the kit's components, and they may either be raw materials or previously assembled kits.

A work order is a request to assemble a kit. Work orders can be immediate, in which case the kit is immediately available for sale. Alternatively, a work order may be printed, issued, and the component items removed from inventory, but the kit is not available for sale until the work order is marked as complete.

Work orders adds functions for quick, one-step assembly. In addition, kit disassembly and component modifications are allowed. Serial numbers, lot numbers, and detailed component tracking are fully supported.

Multi-company

Multi-company refers to the capability to do accounting functions for multiple companies with the same set of software. Accounting functions can be done for more than one company on Passport modules by selecting the Multi-company option.

Help

At any time while running a PBS module, you can press certain keys for Help.

Graphical Mode

Help is accessible from the graphical screens using the <Ctrl>+<F1> keys. The full chapter is available.

Character Mode

You can press the <F8> for Help. A brief explanation of the particular function you are using then appears on your screen.

Look-ups

There are two kinds of lookups: Data Lookup and Date Lookups.

Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode access the date lookup via the <F7> key.

Note

In character mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Spool

Spool is a computer word meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed on a printer at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Password Protection

Passwords are required to access PBS. A password is a unique code you assign to each individual using your Passport software. Each user must enter a valid password prior to being allowed to use a protected function.

File Recovery Procedure

This function provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format that can be easily interfaced to common data base and word processing modules.

Printers

You can easily configure your PBS software to work with any of the most popular printers. Additionally, instructions are given to allow you to configure the software to use virtually any other printer.

Weighted Average

Regarding inventory, weighted average measures the total cost of items in inventory that are available for sale divided by the total number of units available for sale. Typically this average is computed at the end of an accounting period.

Suppose you purchase five widgets at \$10 apiece and five widgets at \$20 apiece. You sell five units of product. The weighted average method is calculated as follows:

Total Cost of Goods for Sale at Cost (divided)

Total Number of Units Available for Sale =

Weighted Average Cost per Widget

Example:

Five widgets at \$10 each = \$50

Five widgets at \$20 each = \$100

Total number of widgets = 10

Weighted Average = $\$150 / 10 = \15

\$15 is the weighted average cost of the 10 widgets

Upgrading from Earlier Versions

We have included the necessary functions and instructions to allow you to upgrade from earlier Classic versions.

See the PBS Administrative documentation for more information on upgrading.

PRODUCT DESCRIPTION

- Inventory Control is designed for use by retailers, wholesalers, and manufacturers. It includes those features most asked for by thousands of users whose experiences with previous inventory control modules have helped refine Inventory Control to its current mature level.
- Supports multiple companies and multiple cost centers
- Provides for multiple warehouses
- Supports multiple costing methods - average, standard, LIFO, and FIFO, as well as serial (real costs) for serialized items using average cost
- Permits use of multiple balance sheet inventory accounts
- Allows you to maintain item data and print item lists
- Allows you to maintain inventory status and print status reports
- Allows you to maintain and print price codes and commission codes
- Supports alternate selling units
- Provides special pricing by category, sub-category, and location, supports sale and contract pricing, and generates group price changes
- Allows you to enter, change, delete and post inventory transactions and to print an edit list and a transaction journal for receivings, sales, credit memos, transfers and adjustments
- Tracks inventory by unique serial number or lot number
- Has inquiry into all currently available and previously sold serial numbers and shows oldest unsold serial number
- Prints the serial loan report, the flooring report, and the serialized item report by item, by vendor, and by customer
- Has inquiry into lot numbered inventory, including a history of transactions processed for a lot number

Prints the lot numbers report by item, by vendor, and by customer, and allows purging of lot number information

- Allows high-speed entry of physical inventory counts, and automatic generation of inventory adjustments
- Supports input from hand-held terminals for receivings and physical counts
- Prints the Price List, Inventory Valuation Report, Purchasing Advice Report, Inventory Usage Report, Physical Count Worksheet, ABC Analysis Report, and Inventory Turnover Report
- Supports kits. A kit is an item that is assembled from other inventory items, using a work order.
- Provides kit and work order reports, including Where Used Report, Kit Price/Cost Report, and Incomplete Work Orders



- Allows reports to be stored on disk to save computer time, then printed later at your convenience
 - Allows use of multiple printers
 - Includes password protection
 - May be used either independently or integrated with General Ledger, Order Entry, Accounts Receivable, Point of Sale, Sales Analysis, Purchase Order, and/or Job Cost
 - May be used with ODBC (Open DataBase Connectivity) for producing spreadsheets in MS Excel, Database connections with MS Access and integration with other ODBC compliant applications. Passport provides ODBC through a product called XDBC. Please contact your PBS provider for instructions on acquiring XDBC. If you already have XDBC, refer to the documentation provided with the product for setup instructions.
 - Has Help (highlights of functions) built into the software
- If on-hand quantities of component-items are not to be reduced, you may enter receiving transactions, using Inventory, to establish on-hand quantities for kit-items.
- If on-hand quantities of component-items are to be reduced, use Work orders to enter and issue immediate work orders for assembly of the kit-items. Refer to the [Work Orders](#) chapter.

Getting Started

This chapter contains the following topics:

Getting Started with Inventory Control
Setting Up Inventory Control
Passport Support

GETTING STARTED WITH INVENTORY CONTROL

It is assumed at this point that you have installed the programs for this module on your computer according to the *PBS Administration* documentation. If you have not done so, refer to that documentation and install the Passport Business Solutions software on your computer.

It is also assumed that you have familiarized yourself with the main features of this module by reading the [Understanding Inventory Control](#) chapter. If you have not done so, read that chapter and then return to this chapter.

This chapter describes the Inventory Control data files and briefly explains the order in which to set them up for regular use.

Inventory Control Data Files

In order to use Inventory Control, you first enter into the computer some information describing your inventory system and how you want the software to handle inventory transactions.

Data Files

There are several different data files that you must enter before you can begin using the module on a regular basis.

Listed below is a brief description of these files:

Company file

This file is used to record information about your company, such as the name and address, as well as some system information such as the printer(s) you are using.

Valid G/L Account file

This file contains a list of all your general ledger accounts used in I/C. Any time you use a G/L account number I/C will check this file to see if the number is valid.

Inventory Accounts file

This file contains the balance sheet inventory accounts that you define. You may use an unlimited number of accounts.

I/C Control file

This file contains control information that defines the way you handle your inventory and, as a result, changes or controls some of the features of this and related modules. For example, the I/C Control file tells I/C which inventory valuation method you want to use and if your company uses multiple stocking warehouses.

Warehouse file

You will use this file only if you are using the multi-warehouse feature of the I/C module. This file contains the names and addresses of your different warehouses.

I/C Codes file

This file contains price codes, commission codes, and taxable codes.

Price codes allow you to define simple or sophisticated pricing structures for specific inventory items in the Item file (described below). For example, you can define different discount or mark-up percentages for different types of customers, based on the quantity of the item sold.

Commission codes allows you to define commission schedules that are used for specific items in the Item file.

Prices file

This file contains warehouse-specific prices, date-specific sale prices, and customer-specific contract prices for your items. It also contains pricing information on alternate selling units.

Accounts Receivable and Order Entry use these prices, so you only need to enter information in this file if you intend to use either of these modules.

Item file

This file identifies and describes the items you keep in your inventory. You give each item an identifying number, a description, prices, and so on.

Certain entries in the Item file, such as an item's price code or commission code, are only useful if you are also using Accounts Receivable or Order Entry. Read the discussion in the Items chapter carefully.

Inventory Status file

This file contains information on the status of the items in your inventory, such as quantity on hand, quantity committed, maximum on hand quantity, reorder level, and quantity sold period-to-date.

Serial file

The Serial file contains information on individual serial numbers. The data on each unsold serial number includes the corresponding item number, receiving date, cost, price and status.

This file also contains information on serial numbers that have been sold, including the original unsold information, and additional information such as invoice number, invoice date, customer number, and warranty dates.

Lot number information is also retained in the Serial file. Lot balance and, optionally, lot detail records are kept for each lot-controlled item.

Kit file

This file is used only if you use kits. A kit is an item that is assembled from other inventory items. This file contains the definitions of the kits you use.

Label file

This file is used only if you want to print item labels, and contains the format that you define for labels.

Category/sub category file

These files allow you to further define your inventory items. You can associate specific G/L accounts with your items when you set up the category and sub category files. You may also use categories and sub categories as criteria for reports.

Unit file

The unit file enables you to define standard units of measure for your inventory items.

Item sequence file

This file allows automatic sequential numbering of new items.

Status code file

The status code file is a user-defined designator to associate with your inventory items. For example, you could separate your items into Active and Inactive status, if you wish. Many Inventory reports allow you to specify a status code as selection criteria.

Coverage file

This file identifies the scope of a warranty.

Warranty Programs file

This file identifies the scope of a warranty.

SETTING UP INVENTORY CONTROL

The steps below briefly describe how to set up your Inventory Control system.

Step	DESCRIPTION
1	Study the <i>System User</i> documentation for information on the general features of PBS.
2	Run the Inventory Control software according to the instructions in the Using Inventory Control chapter.
3	Modify the information in the Company file that was set up during installation of the I/C module so that it relates to your company, using Company information. Refer to the <i>Company Information</i> chapter in the <i>PBS Administration</i> documentation.
4	Enter your valid G/L accounts, using Valid G/L accounts. Refer to the <i>Valid G/L Accounts</i> chapter in the <i>System User</i> documentation. If you are also using General Ledger, enter your Chart of Accounts first and then use the Setup valid G/L accounts selection in G/L to copy the Chart of Accounts to the Valid G/L Account file.
5	Enter your balance sheet inventory accounts, using Master information (Inventory accounts). Refer to the Inventory Accounts chapter.
6	Enter your control information into the Control file, using Master information (Control information). Refer to the Control Information chapter.
7	If you specified in Control information that you use multiple warehouses, enter your warehouse codes, using Master information (Warehouses). Refer to the Warehouses chapter.
8	<p>If you will use price codes when setting up pricing structures for your items, enter your price codes, using Master information (Price codes). Refer to the Price Codes chapter.</p> <p>The codes you enter here are used when entering inventory items using Items. You need only enter price codes if you plan to use Accounts Receivable, Order Entry or Point of Sale interfaced to I/C. Price codes are used by these modules in order to deter-</p>

Step	DESCRIPTION
	mine the selling price for items.
9	If you will use commission codes to set up commission schedules for your items, enter your commission codes, using Master information (Commission codes). Commission codes only need to be entered if you use commissions and you are using Accounts Receivable or Order Entry. See Commission Codes .
10	If you will use taxable codes when setting up your items, enter your taxable codes, using Master information (Taxable codes). Refer to the <i>Tax Codes</i> chapter in the A/R User documentation.
11	Enter your items, using Items. Refer to the Items chapter.
12	Enter the status information for each item in each warehouse, using Status. Refer to the Status chapter. Alternatively, status information can be entered, using Status load. Refer to the Status Load chapter.
13	If you will be using multi-warehouse pricing, enter your warehouse-specific prices, using Item prices. Refer to the Prices chapter. Multi-warehouse prices are used only in Accounts Receivable and Order Entry.
14	If you will be using sale and/or contract prices, enter these prices, using Sale prices and Contract prices. Refer to the Prices chapter. These sale and/or contract prices are used only in Accounts Receivable and Order Entry. Point of Sale has a separate contract prices file.
15	If you will be using kits, enter the definitions of your kits, using Kits. Refer to the Kits chapter.
16	If you wish, enter your item label formats, using Item labels. Refer to the Item Labels chapter. You may enter your item label formats at any time prior to printing item labels.

Step	DESCRIPTION
17	<p>Establish initial on-hand quantities and serial numbers (if using) for each item at each applicable warehouse. This may be done in one of two ways:</p> <ul style="list-style-type: none"> • Enter and post receiving transactions for each item at each applicable warehouse, using Inventory. Refer to the Average Cost Method of the <i>Costing Inventory Methods</i> appendix, or the LIFO/FIFO Cost Valuation appendix. • Automatically create adjustment transactions for each item at each applicable warehouse, using Physical count to create physical count transactions. Refer to the Expanded Physical Count chapter. You must have specified the Expanded physical count method in the I/C Control file to use this selection. <p>Edit the adjustment transactions as necessary to enter serial numbers, and to review the costs used in the transactions. The adjustments are edited and posted, using Inventory.</p>
18	<p>If you are using kits in Inventory Control, establish on-hand quantities for all existing kit-items. If on-hand quantities of component items are not reduced, you may enter receiving transactions, using Inventory, to establish on-hand quantities for kit items.</p> <p>If on-hand quantities of component items are to be reduced, use Work Orders to enter and issue <i>immediate</i> work orders for assembly of the kit items. See the Work Orders chapter.</p>
19	<p>If you are using serialized items, and wish to establish information on previously sold serial numbers, enter and post history serial transactions, using Serial numbers.</p>
20	<p>Read the Guide to Daily Operations chapter, which explains how to use Inventory Control to perform various daily, weekly, and periodic tasks.</p>

PASSPORT SUPPORT

If you have problems with this software module, contact your authorized Passport partner.

For the name and location of a Passport partner near you, contact Passport Software, Inc. at 1-800-969-7900.

If you wish to inquire about support, directly from Passport, please call our End User Support Department at 1-800-969-7900 ext 124.

You can contact your own dealer for training; however, if your dealer does not offer training, contact Passport at 1-800-969-7900 for assistance.

Using Inventory Control

This chapter contains the following topics:

<u>Organization of this Documentation</u>
<u>How to Use This Documentation</u>
<u>Starting Inventory Control</u>
<u>Exiting Passport Business Solutions</u>

ORGANIZATION OF THIS DOCUMENTATION

This documentation provides the information you need to use the Passport Business Solutions Inventory Control.

Organization

This chapter describes how to use and locate information in the Inventory Control User documentation. It also tells you how to start and exit Inventory Control.

Chapter 4, [Guide to Daily Operations](#), explains how you use Inventory Control to perform various daily, weekly, and periodic tasks.

Chapters 5 through 16 give instructions on how to enter the basic information (mentioned in the chapter titled Getting Started) that will tailor your module according to your needs and prepare you for daily operation.

Chapters 17 through 35 describe how to use Inventory Control on a daily basis, and how to print the Inventory Control reports. You will probably use these chapters most frequently.

Chapters 36 through 39 describe selections that are used periodically, including such selections as closing an accounting period.

The appendixes provide technical material and reference information on valuation methods.

You can obtain additional information from the *System User* documentation. This documentation contains chapters that describe features common to all Passport Business Solutions accounting modules.

Topics covered in the *System User* documentation include the following:

- General rules
- Using Help and Lookups
- Switching companies
- Defining menu selections
- Printing
- Using the mouse
- Using the menu

HOW TO USE THIS DOCUMENTATION

When beginning, you will want to keep this documentation handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include many examples of what to enter where. In fact, you can proceed through the documentation entering all the examples as you encounter them. Whenever you encounter a diagram of how your screen should look at any given point, this diagram contains sample information. If you wish to use this documentation as a tutorial, enter all information exactly as shown in these diagrams, in the order they appear. Occasionally, additional tutorial instructions are included after the word “Example”. Be sure to follow these instructions as well. Following along in this manner will give you a good understanding of the capabilities of your software. If you enter the examples, you will want to initialize the data files before you begin entering your actual business information. When you initialize a file, you clear out all information previously entered in that file. The initialization procedure is described in the *PBS Administration* documentation. After initialization, you would restart with this chapter and enter your actual business information.



STARTING INVENTORY CONTROL

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For UNIX

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace “*/usr/pbs*” with the name of your Passport top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Entering Your Initials

You are prompted to enter your initials.

Entering Passwords

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset (change) his or her password during login to PBS.

For the initial setup of users and passwords refer to the *PBS Users* chapter in the *PBS Administration* documentation.

Using the Menus

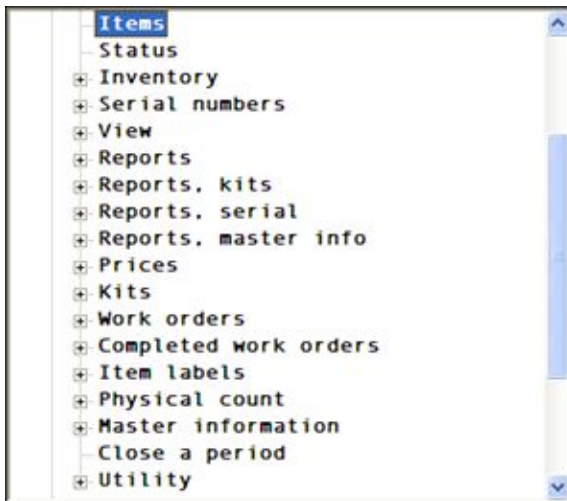
A *menu* is a list of things from which something can be selected.

Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows version of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

The SCO Open Server and Linux versions only use the Menu-bar.

Here is an example of the Tree-view menu.



The “+” corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the “-” closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

The remainder of this section describes the functions of the Menu-bar menu. To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard’s left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your <Enter> key.

To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

Exiting Passport Business Solutions

To exit a Passport Business Solutions module, press <Esc> from the main menu or click on the Exit button in Windows.



Always exit PBS before turning off your computer or you are going to be away from your computer for a significant amount of time.

Failure to exit PBS correctly could result in a loss of data.

Guide to Daily Operations

This chapter contains the following topics:

<u>Inventory Control Checklists</u>
<u>Daily Operations Checklist</u>
<u>Periodic/Monthly</u>

INVENTORY CONTROL CHECKLISTS

The following checklists are provided as examples of how you might use Inventory Control to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Use the following guidelines for performing daily and periodic Inventory Control tasks:

EACH DAY	EACH DAY AS NEEDED
Enter, print, and issue work orders to assemble kits.	Enter new items using <i>Items</i> . If the item is a kit, enter a kit definition using <i>Kits</i> . You may read more in the Items and Kits chapters.
Enter receivings, sales, credit memos, and transfers using <i>Inventory</i> . If you are using Job Cost, also enter job usage transactions. This posting will also post all component usage and kit assembly transactions generated by issuing and closing work orders. Refer to the Inventory Transactions chapter.	
<i>If you are using Order Entry or Point of Sale</i> Sales and credit memo transactions are entered using O/E Orders or Point of Sale Transactions. The posting of invoices in O/E and POS will automatically generate and post sales and credit memo transactions for inventory.	
<i>If you are using Purchasing with Inventory Control</i> Enter your receivings using P/O Receivings. When these receivings are posted in P/O, receiving transactions are generated and placed in the Inventory Transaction file for all inventory items received. These receivings do not have to be entered again using Inventory. They will	

EACH DAY	EACH DAY AS NEEDED
be posted automatically, along with any other transactions that you enter directly using Inventory.	
Enter, print, and issue work orders to assemble kits.	
Log work orders as completed using Completed work orders.	
Close these work orders using Close work orders.	
Back up data files to removable media.	
	Inquire into item information, using <i>View items</i> .
	Inquire into serial number information, using <i>View serial numbers</i> .
	Inquire into lot number information, using <i>View lot numbers</i> .
	Enter new price codes using <i>Price codes</i> , and new commission codes using <i>Commission codes</i> .
	Use <i>Item prices</i> to enter new item prices for a specific warehouse, and to change item prices.
	Enter new sale prices using <i>Sale prices</i> and new contract prices using <i>Contract prices</i> .
	Use <i>Group price changes</i> to change prices for groups of items.
	Print price lists using <i>Price list</i> .
	Determine which items have dropped below reorder level or which are out of stock using <i>Purchasing advice</i> .
	Determine the current stock status of inventory items using <i>Stock status</i> .
	Print a list of incomplete work orders using <i>Incomplete work orders</i> .

EACH DAY	EACH DAY AS NEEDED
	Inquire into completed work orders using <i>View work order history</i> .
	Print information about completed work orders using the <i>Work Order History Report</i> .
	Print item labels for inventory items using <i>Item labels</i> .
	Purge out-of-date sale prices using <i>Purge sale prices</i> and out-of-date contract prices using <i>Purge contract prices</i> .
	Enter new sale prices using <i>Sale prices</i> and new contract prices using <i>Contract prices</i> .
	Print price lists using <i>Price list</i> .

Periodic/Monthly

Use the following guidelines for performing daily and periodic Inventory Control tasks:

EACH PERIOD	EACH PERIOD AS NEEDED
Physical Count If you are using expanded physical count, create physical count transactions and print a Physical Count Worksheet using <i>Physical count</i> .	
Count your inventory, and then enter or import counted quantities into the physical count transactions using <i>Physical count</i> .	
Edit physical count transactions and create adjustment transactions from them using <i>Physical count</i> . Post the adjustment transactions using <i>Inventory</i> .	
If you are not using expanded physical count, you should print a physical count worksheet using <i>Physical count (Worksheet)</i> , count your inventory, and then enter and post adjustment transactions using <i>Inventory</i> .	

EACH PERIOD	EACH PERIOD AS NEEDED
	Correct serial number information using <i>Serial numbers</i> .
	Print the Flooring Report, which shows, by “Source”, the serial numbers that are unsold or sold.
	Print Serial Number reports (by Item, Vendor, and/or Customer; or loaned serials).
	Print Lot Number Report, which shows the status of each lot number, selecting to purge the file.
Print the Valuation Report to determine the value of your inventory at the end of the period.	
	Print the Usage Report, which shows sales figures and margins for the period and year to date.
	Print the ABC Analysis Report to rank your items in terms of year-to-date sales, costs, or margins.
	Print a status report using <i>Status by item #</i> or <i>Status by description</i> . (This report contains the final period-to-date figures for each item at each warehouse at which it is stocked.)
	If using <i>Sales Analysis</i> , print sales analysis reports (such as Item, Item category, Item sales volume.)
Close the sales period, using <i>Close a period</i> . If this period is also your year end, answer <Y> to the related question in Close a period. See the chapter titled <i>Close a Period</i> for a description of this selection.	

EACH PERIOD	EACH PERIOD AS NEEDED
Print the I/C Distributions to G/L Report (from “Earliest” to the last date of the accounting period) to get a list of the distributions to G/L. If you are not using G/L, back up your data files and purge the distributions when you print the report. If you are using G/L, do not purge the distributions at this time.	
If you are using G/L, back up your data files and then run <i>Get distributions</i> in G/L to pull the distributions from I/C into G/L. Follow the procedures described in the G/L User documentation. You may purge the distributions when running this selection in G/L. If you encounter any system difficulty (e.g., power failure) while running <i>Get distributions</i> , then restore your backup and repeat this procedure.	
	Purge items that are no longer active using <i>Purge inactive items</i> .
	Purge sold serial numbers that are out of warranty using <i>Purge serial numbers</i>
Back up data files to removable media.	

Inventory Accounts

This chapter contains the following topics:

[Entering Inventory Accounts](#).....

[Printing Inventory Accounts](#).....

ENTERING INVENTORY ACCOUNTS

An inventory account is a current asset account in General Ledger summarizing the value of items in inventory.

PBS Inventory Control provides for multiple inventory accounts. You may enter as many as your company needs.

You may set up multiple inventory accounts in this selection. You will then assign each inventory item to one of those accounts. All postings (inventory sales, usage, and receivings) debit or credit the inventory account associated with that item.

Select

Inventory accounts from the *Master Information* menu.

Master information (Inventory accounts) XYZ Company

* 1. Inventory acct #

Description:

2. Inventory type

3. Comments

<F1> = next account, <SF1> = previous account

This selection lets you enter, modify, or delete inventory accounts.

When you use this selection to add a new inventory account, you are given the option of adding it to the list of valid G/L accounts as well.

Enter the following information:

*1. Inventory acct

Options

Enter the inventory account number, or use one of the following options:

<F1> For the next Inventory Account on file

<SF1> For the previous inventory account

Format Your standard format for account numbers, as defined in *Company Information*.

Example Enter account 1200-000

If the account you enter does not already exist in the Valid G/L Account file, you may add it here.

Description

When adding a new account, a message displays informing you that the new account is not a valid G/L account and asks whether you would like to add it.

You must enter Y to add the account. Although I/C maintains its own account numbers, they must also appear in the Valid G/L accounts. If you enter N, the number is cleared from the first field and the cursor is positioned to enter another number without having recorded the new account. After entering Y, you will be prompted to enter an account description of up to 30 characters.

Format Up to 30 characters

Example In this example the description appears automatically.

If this account already exists in the Valid G/L Account file, its description displays. If not, enter the description, and the account is automatically added to the Valid G/L Account file.

2. Inventory type

This designates the type of inventory represented by this inventory account.

Enter one of the following codes:

CODE	TYPE	DESCRIPTION
M	Merchandise	Items purchased for resale
R	Raw Materials	for raw materials. This account type is for items that are components of kits.
F	Finished Goods	Items (defined as kits in the Kits selection) constructed from raw materials, and possibly from other kits.
C	Miscellaneous costs applied	Used for inventory accounts which are assigned to miscellaneous items in inventory. For example, if a miscellaneous item is set up to represent labor costs associated with constructing a kit, then this account will be credited when the components for the kit are taken from inventory. In addition, if miscellaneous items are sold using O/E or A/R, then this account is credited at the time of the sale. Refer to the <i>Billing</i> chapter in the O/E User documentation or the <i>Post Invoices</i> chapter in the A/R User documentation for additional information regarding the handling of miscellaneous items.

CODE	TYPE	DESCRIPTION
W	Work in progress	Used directly for inventory items, but is used on a work order to designate the G/L account to which component items should be posted while the work order is in progress.

Format A single-letter code from the above table.

Example Type: M

Note

The Distributions to G/L report contains a separate section for each of the above inventory types. Refer to the [Distributions to G/L Report](#) chapter.

While the Inventory acct # field (inventory asset account) for a Miscellaneous item must be entered, its use is not that of a true balance sheet asset account since no inventory is kept for this item. Rather it is used basically for generating the contra-account to cost-of-sales and therefore is really being used as a suspense account against the expense side distribution that happened when the item was received. In this sense the accounting transactions for Miscellaneous items are similar to what happens when an item is drop-shipped, except that a drop ship clearing account is used instead of the inventory account.

The accounting T bars associated with these transactions are:

	Accounts Payable		Expense account used in AP = * Item Inventory account = Clearing acct		Cost of sales account from selling this item	
	Debit	Credit	Debit	Credit	Debit	Credit
Miscellaneous item receiving	-	1000	1000	-	-	-
Miscellaneous item selling	-	-	-	1000	1000	-

3. Comments

Enter any comments about the cash account.

This field uses Passport's text editing function. Enter the text in much the same way as most word processing programs, using the <Enter> key, the character keys, and the <Delete> key. When you are finished entering text, press <Esc> and follow the screen instructions.

When you have finished entering commands, press <Esc> and the following file options display:

File	Save what was entered/changed, clear the screen, and get ready for another comment. Like pressing <Enter> at “Field number to change?” in other selections.)
Save & Continue	Save what was entered/changed, but leave the information on the screen for further work.
Abandon changes	Do not save what has been entered/changed and get ready for a new comment. Like pressing <Enter> at “Field number to change?” in other selections.)
Delete	Delete this entire comment from the file and clear the screen to get ready for another comment. Like <i>Delete</i> in other selections. The software will ask you to confirm the deletion with an “OK to delete ?” message.
Format	Ten lines of 65 characters each
Example	Type: Primary inventory account for sales

The completed screen

This completes the screen to enter inventory accounts. Make any needed changes or press <F3> to delete this inventory account.

Note

An inventory account cannot be deleted if it is currently in use in the I/C Control file as a default inventory account, or if it has been entered as the inventory account for an item. If you are not allowed to delete an inventory account, a message will display giving the reason.

PRINTING INVENTORY ACCOUNTS

Select

Inventory accounts from the *Reports, master info* menu.

The following screen displays:

```
Reports, master info (Inventory accounts)      XYZ Company

1. Starting account # 
2. Ending account #
3. Print comments ?

<F2> = "First"
```

Enter the following information:

1. Starting account # and

2. Ending account

Enter the range of inventory account to be included. Follow the screen instructions.

Format Your standard format for account numbers, as defined
 in *Company information*.

Example Press <F2> at each field for "First" and "Last".

3. Print comments ?

Your answer here determines whether comments will be printed.

Format One character, either Y or N. There is no default.

Example Type Y

The Completed Screen

This completes the screen. Make any needed changes.

Control Information

This chapter contains the following topics:

[Selecting Control Information](#).....

[Entering Control Information](#).....

SELECTING CONTROL INFORMATION

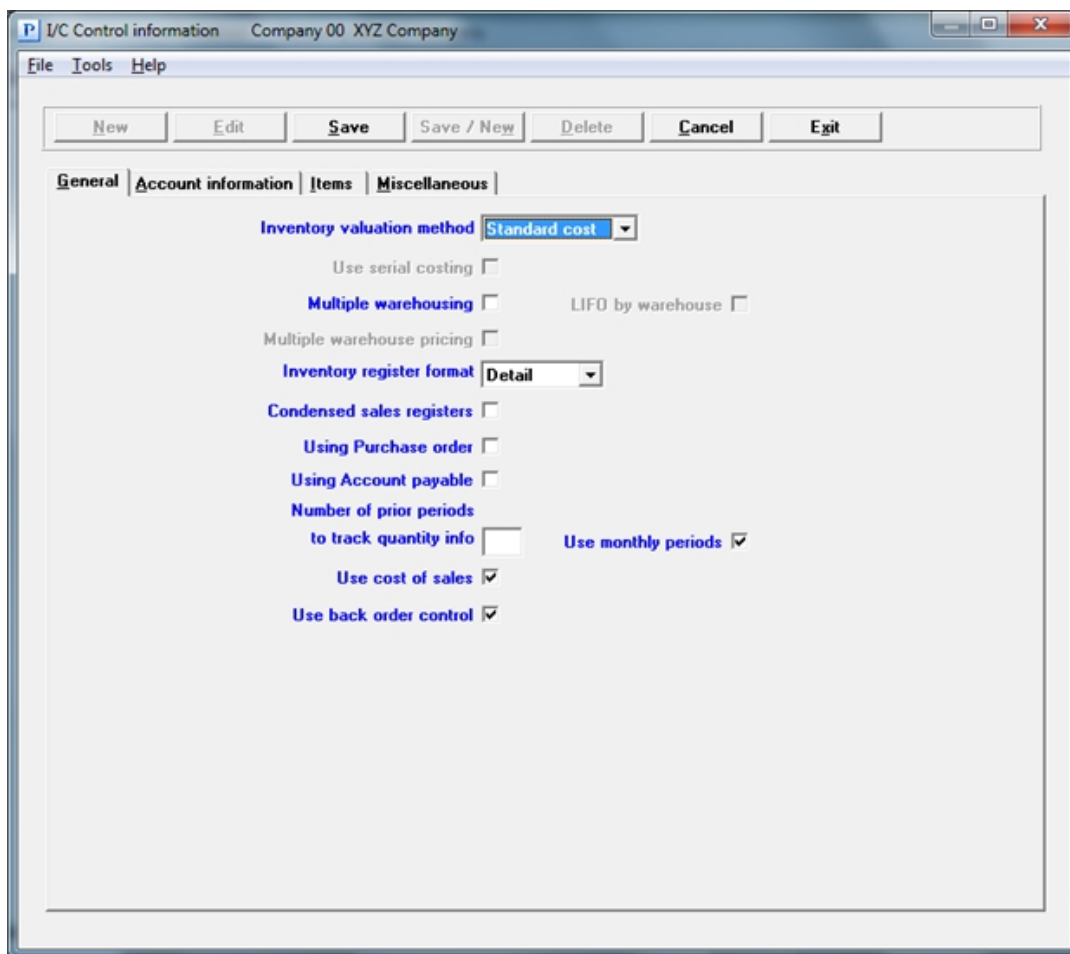
Control information is where you enter control file data. A control file contains key information about the inventory control requirements of your business and key information about your business operation. It is called Control information because it controls certain program functions and default values.

Select

Control information from the *Master information* menu.

Graphical Mode

The following tab displays:



I/C Control information Company 00 XYZ Company

File Tools Help

New Edit Save Save / New Delete Cancel Exit

General Account information Items Miscellaneous

Inventory valuation method Standard cost

Use serial costing ☐

Multiple warehousing ☐ LIFO by warehouse ☐

Multiple warehouse pricing ☐

Inventory register format Detail

Condensed sales registers ☐

Using Purchase order ☐

Using Account payable ☐

Number of prior periods to track quantity info ☐ Use monthly periods ☒

Use cost of sales ☒

Use back order control ☒

If you are entering Control information for the first time, the cursor will be at the first field. As you are accessing a single record file, only certain buttons are active:

New Not active

Edit	For editing a Control information record
Save	For saving a new record or changes to an existing record
Save/New	Not active
Cancel	To cancel the editing or adding a record
Exit	To exit the screen. Exit works like cancel when you are adding or editing an item.

Character Mode

The following screen displays:

```

Master information (Control information)      XYZ Company
1. Inventory valuation method ?      ☐
2. Use serial costing ?
3. Multi warehousing ?
4. Multi warehouse pricing ?
5. Inventory register format
6. Condensed sales registers ?
7. Using Purchase Order ?
8. Using Accounts Payable ?
9. How many prior periods of qty
   info do you wish to track ?
10. Are these periods monthly ?
11. Are cost of sales used ?
12. Back order control ?

S = Standard cost   A = Average cost   L = LIFO   F = FIFO
  
```

ENTERING CONTROL INFORMATION

Enter the Control information as follows:

Inventory valuation method

Inventory Control will track the value of your inventory in one of four ways:

1. by standard cost with average cost assumption
2. by average cost with or without serial cost
3. by the *last in-first out* (LIFO) method
4. by the *first in-first out* (FIFO) method.

Select one of the following:

Character	Graphical	Description
S	Standard cost	to select standard cost
A	Average cost	to select average cost
L	LIFO	to select LIFO
F	FIFO	to select FIFO

Refer to the [Cost Inventory Methods](#) appendix for a detailed discussion of each valuation method.

This documentation presents examples using the Average cost method, without serial costs (see below). Special notes are included, as appropriate, for other valuation methods.

Regardless of the valuation method you select, use the transaction processing instructions in the *Inventory under Average Cost* chapter.

The [LIFO/FIFO Cost Valuation](#) Appendix describes the differences in transaction processing under LIFO. If you wish to select FIFO, also read the discussion on FIFO in that Appendix.

If you select standard cost, also refer to the [Standard Cost Valuation](#) Appendix.

If you need to change valuation methods, be sure to review the [Changing Valuation Methods](#) Appendix for the proper procedures prior to making this change.

Use serial costing

An entry in this field is allowed only if the Average cost method is specified in field number 1.

Check this box if you wish the real cost of a serialized item to be used (instead of the average cost) when processing the item. Otherwise, press <Enter> for the default of unchecked.

If you specified a valuation method other than A in field number 1, this field is skipped.

Multiple warehousing

Check this box if you have more than one location where inventory is kept, and inventory control is desired at each location.

Leave it unchecked if just one location for storage is used or if multiple site control is not needed.

For multiple warehousing, inventory levels (the status of items) are tracked for each item in each warehouse.

LIFO/FIFO by Warehouse

When multi-warehousing is in effect under LIFO or FIFO costing, a history of the cost of each item is kept with regard to warehouse. Check this box to track LIFO or FIFO by warehouse, otherwise leave it unchecked.

Note

If you wish to change your warehousing method once you've completed setting up control information, refer to the [Changing Valuation Methods](#) appendix.

Multiple warehouse pricing

If you checked the box to *Multiple warehousing*, check this box if you wish to have the ability to price your items differently for each warehouse. Otherwise, leave it unchecked for no.

This field cannot be entered if you left the *Multiple warehousing* unchecked.

Inventory register format

Select Detail for a detail format or Summary for a summary format.

The detail format of the Inventory Register shows all detail for each transaction to be posted.

For average or standard costing, both the summary and the detail format will provide full audit information on the register.

For LIFO or FIFO, the summary format does not give details of layers added, layers removed, or negative layers created. It does show the total cost correction resulting from a transaction that removes one or more negative layers.

If selected, the summary format should be reviewed by your company's accountant to be sure that it meets the audit requirements of your company. If there is any question as to which format to use, select the detail format.

Condensed sales registers

Check this box to print a condensed format of the Inventory Register when inventory transaction posting is originated by Order Entry invoice posting.

Your answer here does not affect the register format selected in the [Inventory register format](#) field when inventory transaction posting is originated by the Inventory (Post) selection.

The condensed format shows one line of information for each item by transaction type, warehouse, and transaction date.

If you leave it unchecked, the register format selected in the Inventory register format field is printed when inventory transactions are posted, regardless of the selection used to initiate posting.

Using Purchasing order

Check this box if you intend to use the PBS P/O application. This causes I/C to display and print the quantity on order for each item. Purchase Order is licensed separately and can be added to your system if you are not licensed for it.

Using Accounts payable

Check this box if you intend to use the Accounts Payable module. Accounts Payable is licensed separately and can be added to your system if you are not licensed for it.

Number of prior periods to track quantity info

You may track quantities for up to 24 prior periods. Enter the number of periods in your accounting year, from 1 to 24.

Quantities sold, used, sold + used and returned is the status information tracked by item by warehouse by period. This information can be viewed in from the Status menu selection and may optionally print on the Status reports.

When [Close a Period](#) is run then the quantity information is moved down to a prior period.

If you are not sure, then an entry of 24 is recommended. This can be reduced to a smaller number at any time.

Use monthly periods

Check this box if your accounting periods are monthly. Otherwise, leave it unchecked.

If they are monthly, then the period labels will display and print as month plus year. If they are not monthly then they will be Prior prd # 9 with 9 being the month number.

Use cost of sales

Check this box if you wish to report on cost of sales in Sales Analysis. If you leave it unchecked, data pertaining to cost of sales will not be reported in Sales Analysis.

Regardless of your answer here, cost of sales figures are available for viewing and reporting in Inventory Control. If you have the A/R module, your answer to this question should be the same as it is in the A/R Control information selection.

Use back order control

Check this box if you wish to use back order control. You must also check this box if you wish to track committed inventory quantities. Leave it unchecked if you are not using back order

control or tracking committed quantities for your items.

If LIFO/FIFO is being used, or if you intend to use serialized items, back order control must be set to checked.

Your answer here is used in the formatting of various reports and in setting up items in the *Items* menu selection.

Graphical Mode

After entering the last field the next tab displays:

Character Mode

After you have pressed <Enter> at *Field number to change ?*, a second screen appears:

Enter the following fields:

Assign cost centers (or sub-accounts) to items

Entry in this field and the next is allowed only if the Company file specifies that cost centers (or sub-accounts) are to be used (i.e., the size of the sub-account number is not zero).

Otherwise, they are grayed-out and cannot be entered.

You have a choice of assigning cost centers (or sub-accounts) either to the inventory items themselves or have each inventory item use the default Cost Center as defined in the next field.

Check this box if you want to assign cost centers (or sub-accounts) to items. In this case, the default cost center (or sub-account) in the next field is displayed as a default when entering items.

If you check this box, an item's cost center will be used as a default for sales and credit memo transactions for the item in the Inventory selection.

Leave this box unchecked if you do not want a cost center (or sub-accounts) to be assigned to each inventory item.

Default cost center (or sub-account)

If you checked the box for the previous field, the cost center (or sub-accounts) entered here is used as the default when entering inventory items (using *Items*).

If you left the previous field unchecked, this cost center (or sub-account) is used as a default when entering inventory transactions. When entering accounts in *Items*, the cost center (or sub-account) must exist for the main account you are entering.

Enter the default cost center (or sub-account) or press <Enter> to use a Cost Center (or sub-account) of all zeros.

Entering Account Numbers

For the next three fields, you enter only the main account number to use as the default for new items (in *Items*). You will specify the cost center (or sub-account) when you enter transactions in Inventory.

Default sales account

The account you enter here is used as a default for the *Sales acct #* field when entering an inventory item using *Items*.

The Sales acct # for an item is used by Accounts Receivable, Order Entry and Point of Sale when posting sales of this item.

If Cost Centers (or sub-accounts) are used, the *Sales acct #* is combined with a cost center in order to obtain the G/L account to be used for the posting.

In Accounts Receivable, Order Entry and Point of Sale the cost center (or sub-account) , is determined by an option specified in the A/R, O/E and P/S Control file.

Default expense account

The account you enter here is used as a default for the *Expense acct #* (cost of goods sold) field when entering an inventory item using *Items*.

The *Expense acct #* for an item is used when posting sales transactions using Inventory. A sales transaction removes an item from inventory and reflects its cost in cost of goods sold.

If cost centers (or sub-accounts) are used, the *Expense acct #* is combined with the cost center (or sub-account) entered for the sales transaction in order to obtain the G/L account to be debited for the sale transaction. The item's inventory account is credited.

Default credit memo account

The account you enter here is used as a default for the *Credit memo acct #* field when entering an inventory item using Items.

The *Credit memo acct #* for an item is used when posting credit memo transactions using Inventory. These credit memo transactions are used to handle goods returned by a customer.

If cost centers are used, the *Credit memo acct #* is combined with the cost center for the credit memo transaction in order to obtain the G/L account to be credited for the credit memo transaction. The item's inventory account is debited.

Default B/S inventory account

Each item is assigned a balance sheet inventory account that is used for all posting for that item.

Enter the inventory account (as entered using Inventory accounts) that you wish to use as a default for the *Inventory acct #* field when entering an inventory item using Items. You should enter the most frequently used inventory account here in order to speed up data entry for items.

B/S liability account

If you are not using Accounts Payable:

Enter the number of the account that is to serve as the balance sheet liability account.

When receivings for an item are posted, the item's balance sheet inventory account is debited and the account you enter here is credited.

This account may be your accounts payable account. However, you should consult with your accountant as to the exact account that should be used for your business.

If you are using Accounts Payable:

Receiving transactions debit the item's inventory account and credit the *B/S liability account* that is entered here.

Later, your vendor will send you an invoice for the receiving and you will enter it into A/P. If you set the expense distribution of the A/P invoice voucher to be the same account that was originally credited at the time of the receivings in I/C (i.e., the *B/S liability account*), the net effect will be to debit inventory and credit accounts payable.

At the time of I/C receiving posting:

- Debit item's B/S inventory account
- Credit B/S liability account

At the time of A/P voucher posting:

- Debit B/S liability account (as the expense distribution)

Credit Accounts Payable

The net effect is:

- Debit Item's B/S inventory account

Credit Accounts Payable

At the end of an accounting period, the net amount in the B/S liability account represents inventory that has been received but that has not yet been posted as a payable in A/P. (If all bills are received by the end of a period, this account balance will be zero.) The B/S liability account will also reflect any errors or discrepancies between entries made in I/C and entries made in A/P.

The B/S liability account may be a clearing account. It can also be a liability account called Uninvoiced receivings. You should consult with your accountant to determine the exact account to be used.

If LIFO, FIFO, or Average was selected as the valuation method, field number 20 appears as follows:

Cost correction account

(Average, LIFO, or FIFO only)

Enter the number of the account that is to serve as the average or LIFO/FIFO cost correction account. If using standard cost see the [Purchase variance account](#) field.

Cost corrections occur under average cost, LIFO or FIFO if an item's quantity on hand is negative and a later receiving of the item arrives.

When the quantity on hand goes negative, the replacement cost is used in posting, because the LIFO or FIFO cost is no longer known.

When the later receiving arrives, the actual cost of the item's negative quantity on hand becomes known, and any difference between this cost and the cost that was posted while the item was negative is posted to the cost correction account.

At the end of your accounting period, any remaining balance in this account should be charged to the cost of goods sold account.

Note

In certain situations, cost correction can also occur when a kit is assembled from components. Refer to the [Inventory Transactions](#) chapter.

If Standard Cost was selected for the valuation method, field number 20 appears as follows:

Purchase variance account

(Standard cost only)

Enter the account number of the account that is to serve as the purchase variance account.

Cost variances occur when an item is purchased at an actual cost that is different from the standard cost specified for the item in the Item file. The amount of any variance is posted to the purchase variance account.

This variance is actually a purchase price variance, and it allows you to assign variance responsibility to the purchasing or sales department within your company.

At the end of an accounting period this purchase price variance must be allocated between cost of goods sold and ending inventory, for financial statement presentation purposes.

See the appendix titled [Standard Cost Valuation](#) for more details concerning the assignment of responsibility within departments and the transactions involving the purchase variance account.

Cr memo/Adj variance account (Standard cost only)

Enter the number of the account that is to serve as a variance account for credit memos and adjustments. If you are using LIFO, FIFO, or Average, this field cannot be entered.

Current period ending date

This is the ending date of your current accounting period. It is used during transaction posting to determine whether the transaction applies to the current period.

Graphical Mode

After entering the last field the following tab displays:

General | Account information | **Items** | Miscellaneous

Item searched by

1st keyword method

2nd keyword method

3rd keyword method


4th keyword method

Physical count method

Inventory reorder basis

Use sale prices by ☐ Item ☐ Category ☐ Sub-category

Use contract prices by ☐ Item ☐ Category ☐ Sub-category

Print item labels ☐ Default label format 

User defined fields

Quantity 1 title	<input type="text"/>	Length <input type="text"/>	Decimal <input type="text"/>
Quantity 2 title	<input type="text"/>	Length <input type="text"/>	Decimal <input type="text"/>
Description 1 title	<input type="text"/>	Length <input type="text"/>	
Description 2 title	<input type="text"/>	Length <input type="text"/>	
Date 1 title	<input type="text"/>		
Date 2 title	<input type="text"/>		

Character Mode

After pressing <Enter> at *Field number to change ?*, a third screen appears.

Master information (Control information) XYZ Company

23. 1st keyword method ☐
 2nd keyword method
 3rd keyword method
 4th keyword method

24. Physical count method
 25. Inventory reorder basis
 26. Use sale prices by
 27. Use contract prices by

28. Use kits ?
 29. Starting work order #
 30. Default Work in Process account

31. Print item labels ?
 32. Default label format
 33. Next kit serial #
 34. Default W/O posting printer
 35. Default W/O label format

Keyword Method

Blank = none
 1 = full description
 2 = 1st desc line
 3 = 2nd desc line
 4 = 3rd desc line
 5 = 4th desc line
 6 = sub category
 7 = categ/sub categ
 8 = vendor prod #
 9 = vend #/vend prod #

Enter the information as follows:

Item searched by

1st/2nd/3rd/4th keyword method

A keyword is a *word* or piece of information about an item that can be used to search for an item.

Enter up to four keyword methods to be used when searching for items, in the order in which they will be used. The 1st keyword method is the default method used to search for items.

Refer to the table below for keyword method choices.

METHOD	DESCRIPTION
1	Full description
2	Description line 1
3	Description line 2
4	Description line 3
5	Description line 4
6	Sub-category
7	Category/sub-category
8	Vendor item #
9	Vendor #/vendor item #

Press <Enter> to specify *None* for any method.

When Items is used to enter or change item information that is used as a keyword method, the item keywords are updated in the Keyword file.

If you select *Full Description* as a keyword method, each separate word of two or more characters (separated by a space or comma) in any line of an item's description is considered a keyword, and is stored in the Keyword file.

If you change a keyword method after setting up your items, you must run Rebuild item keywords on the I/C File utilities menu to rebuild the Keyword file.

The keyword search method is used in Order Entry order lines and I/C View > Items to help you search for an item. In graphical mode, it can also be accessed anywhere where the item lookup is available by clicking on the Keyword button.

Physical count method

Select Normal or Expanded from the drop down list box.

In Inventory Control, you can perform the physical inventory counting process in one of two ways: the *normal* way or the *expanded* way.

The *normal* way allows you to print physical count worksheets for the items to be counted. When the physical count is complete, you must manually calculate and enter adjustments (using the Inventory selection) to align the item quantities on hand with the physical count quantities.

If you select *normal*, follow the instructions in the [Physical Count Worksheets](#) chapter.

The *expanded* method takes a *picture* of inventory levels for the items to be counted. Physical count worksheets may be printed for these items. When the physical count is complete, you enter the counted quantities, which are then compared to the *picture* inventory levels. Adjustments can be automatically calculated and created for items with different *picture* and counted quantities.

If you select *expanded*, follow the instructions in the [Expanded Physical Count](#) chapter.

Inventory reorder basis

Select Net quantity, or Quantity on hand from the drop down list box.

Inventory Control allows you to report on items that need to be reordered or that are out of stock in one of two ways: based on *net quantity* or based on *quantity on hand*.

If you select *Net quantity*, an item is determined to be below reorder level or out of stock, based on the following formula:

Net quantity = quantity on hand-quantity committed-quantity on back order+quantity on work orders+quantity on order

If you select *Quantity on hand*, only the *Quantity on hand* field (in the Item file or Status file) is used to determine if an item needs to be reordered.

Reports that show items needing reorder are the [Purchasing Advice Report](#), [Stock Status Report](#), and [Valuation Reports](#).

Use sale prices by

A sale price is a price in effect for an item, or a group of items, for a specific period of time.

Enter up to three types of sale prices to be used when selling items through Accounts Receivable or Order Entry.

Check the box **Item** if you intend to set up sale prices by item, check **Category** for sale prices by item category, and/or **Sub-category** for sale prices by item sub-category. Leave any or all unchecked if you do not use them.

An item sale price is a price that applies to a specific item. A category sale price is a price that applies to all items with the same *category*. A sub-category sale price is a price that applies to all items with the same *sub-category*. (The category and sub-category of an item are defined in the Items selection.)

Use the Sale prices selection to set up sale prices by item, by category, or by sub-category.

When an item is sold in Accounts Receivable or Order Entry, sale prices are used only for the sale price types specified here. In addition, sale prices are printed on the Item Price List and Actual Customer Price List only for the sale price types specified here.

You may read more about this in the [Entering Sale Prices](#) section of the Prices chapter.

Use contract prices by

A contract price is a price in effect for an item, or a group of items, for a specific customer.

Enter up to three types of contract prices to be used when selling items through Accounts Receivable or Order Entry.

Check the box **Item** if you intend to set up sale prices by item, check **Category** for sale prices by item category, and/or **Sub-category** for sale prices by item sub-category. Leave any or all unchecked if you do not use them.

An item contract price is a price to a specific customer that applies to a specific item. A category contract price is a price to a specific customer that applies to all items with the same *category*. A sub-category contract price is a price to a specific customer that applies to all items with the same *sub-category*. (The category and sub-category of an item are defined in the Items selection.)

Use the Contract prices selection to set up contract prices by item, by category, or by sub-category.

When an item is sold to a customer in Accounts Receivable or Order Entry, contract prices are used only for the contract price types specified here. In addition, contract prices are printed on the Actual Customer Price List only for the contract price types specified here.

Because the number of types entered here has an effect on system performance in Accounts Receivable and Order Entry, you should only specify the contract price types you actually plan to use.

You may read more about this in the [Entering Contract Prices](#) section of the Prices chapter.

Print item labels

This field determines if you will be printing labels when receivings are posted.

The following applies if you have the Purchase Order module installed and you have checked the box for the [Using Purchasing order](#) field. In Purchase Order, when posting a receiving, the question *Print item labels ?* displays. Check this box to print item labels in Purchase Order. If you leave it unchecked, then the P/O posting entry program will skip the field.

Default label format

The format used for printing of item labels is determined by the answer provided here.

On initial entry you will be asked to select a printer. Once selected it will display in parentheses. If you do not select a default printer, you will be prompted to select one when labels are printed. Select <F6> to change a default printer for this field.

User defined fields

These fields are user defined. You may define up to 2 quantity, 2 description and 2 date fields.

After you enter the last field, then the following tab displays:

Use kits

Kits are inventory items that are assembled from other inventory items. Check this box if you assemble kits from items that you stock.

Leave it unchecked if kit assembly is never used. Read more about the use of kits in the [Kits](#) chapter.

Starting work order

This field cannot be entered if you are not using kits.

Kits can be assembled by entering, printing, and issuing work orders. Enter the number to be assigned to the next work order entered. Each time a new work order is entered, this number is automatically incremented by 1.

Default Work in process account

This field cannot be entered if you are not using kits.

Enter the usual *work in process* account to which distributions for components items should be posted while a work order is being assembled. This account is used as a default when entering work orders.

The entered account must exist in the Inventory Account file.

Next kit serial number

This field is numbered automatically for serialized kit items. It will assign sequential serial numbers for kit items.

Default work order posting printer

You may assign a default printer in this field. If you do not select a default printer, you will be prompted to select one when labels are printed.

If you need to change the printer select <F6> to assign a new one.

Default work order label format

This field determines if you will be printing kit labels automatically when Work Orders are complete.

Inventory history order

This selection determines sort order when viewing inventory history. You can specify ascending or descending order.

Update standard cost with replacement cost

This option is only available if Standard Costing is used. It allows you to specify that the standard cost of an item will be overwritten with the replacement cost generated at the time of a receiving.

Optional coverage type

This field allows you to specify a coverage type in addition to the four pre-defined coverage types available in Coverages. You may read more about [Coverage Types](#) in the *Master information* chapter.

Warehouses

This chapter contains the following topics:

[Entering Warehouses](#).....

[Printing Warehouse Lists](#).....

ENTERING WAREHOUSES

If you are not using multi-warehousing, skip this chapter entirely, as the Warehouses selection will not be available.

If you selected multi-warehousing, use this selection to designate valid warehouses. When using I/C, you can make entries only for warehouses that are defined here.

This chapter describes how to set up multiple warehouses.

Select

Warehouses from the *Master Information* menu.

Graphical Mode

The following screen displays:

Master Information (Warehouses) Company 00 XYZ Company

File Tools Help

New Edit Save Save / New Delete Cancel Exit

Select warehouse

Warehouse	Name	Address line 1

General

Warehouse code

Warehouse name

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

<F1> = next warehouse, <SF1> = previous warehouse, <F3> = delete

Warehouse List Box

The list box displays up to 6 existing warehouses at a time. You may sort the warehouses by warehouse code in ascending or descending order. Only column names in red may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a warehouse, start typing the warehouse code. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Warehouses that display in the list box are available for changes or deletion.

The fields for the warehouse selected in the list box display in the lower part of the screen.

Warehouse Buttons

The buttons provide the following:

Button	Keyboard	Description
New	Alt+n	To enter a new warehouse
Edit	Alt+e	To edit an existing warehouse
Save	Alt+s	To save a new warehouse or changes to an existing warehouse
Save/New	Alt+w	To save a new warehouse and start entering a new one
Delete	Alt+d	To delete an existing warehouse. It does the same as the <F3> key
Cancel	Alt+c	To stop entering a new warehouse or stop editing an existing warehouse without saving the changes
Exit	Alt+x	To exit the screen to the menu

Character Mode

The following screen displays:

Master Information (Warehouses) XYZ Company

* 1. Warehouse code

2. Warehouse name

3. Address line 1

4. Address line 2

5. Address line 3

6. Address line 4

7. Address line 5

<F1> = next warehouse, <SF1> = previous warehouse

You may use one of the character mode options:

- <F1> To scan through the warehouses on file
- <SF1> To scan through previous warehouses on file
- <F3> To delete an existing warehouse

Warehouse code

Options

Enter a warehouse code, or in character mode use the option:

- <Enter> To designate this warehouse as the “*Central*” warehouse
- <F1> To scan through the warehouses on file

Note

If you designate a “Central” warehouse, you are able to default to it by pressing <Enter> during many I/C selections. Otherwise, you have to enter a warehouse code in those selections.

Warehouse name

Enter a name that describes the warehouse.

Address lines 1 - 5

Enter the address lines for the warehouse. The first line of the address is usually your company name.

- Format Enter information for a second warehouse as shown on the screen below, so that you will have a second warehouse to transfer items into in a later example.

The screenshot shows a 'General' tab with the following fields:

- Warehouse code:** 1
- Warehouse name:** Main
- Address line 1:** 210 Main Street
- Address line 2:** Willford, NH 03546
- Address line 3:** (empty)
- Address line 4:** (empty)
- Address line 5:** (empty)

PRINTING WAREHOUSE LISTS

Select

Warehouses from the *Reports, master info* menu.

The Printer Selection screen will be displayed. Select the printer that you want use for this list, elect to print the Warehouse List to disk or display on your screen.

All warehouses will be printed on the Warehouse List.

Price Codes

This chapter contains the following topics:

Introduction to Price codes
Entering Price Codes
Printing Price Code Lists

INTRODUCTION TO PRICE CODES

Price codes are optional

- If you are not using Order Entry, Accounts Receivable or Point of Sale, all sales are handled by the Sales transaction of the Inventory selection, which does not use price codes.
- If you do not discount or vary your prices you do not need price codes.

In either case, you may skip this chapter.

This selection enables you to define price codes. This feature lets you design a more sophisticated price structure than can be achieved by simple discounting. Once defined, price codes can be applied to items or ranges of items whenever you choose. For items to which you apply a price code, the price code determines the price when the criteria of the price code are met by an order(s).

- A price code is a formula describing how to arrive at a price.
- The basis of the computation may be the customer type or the quantity ordered, or both.
- The result may amount to either:
 - A discount from one of the item's prices, average cost, or replacement cost.
 - A mark-up from either one of the item's prices, the average cost, or the replacement cost.
- A selection from among the current prices defined for an item.
- Although discounts are usually applied to prices and mark-ups to costs, the reverse is permitted.

Each of these possibilities is specified by selecting a price code type. For instance, one code discounts the price solely on the basis of the quantity ordered, while another selects one from among up to five existing prices, average cost, or replacement cost on the basis of a customer type. There are eight types of price codes.

Each price code must include the selection of one of the eight price code types. Once a price code has been defined, it may then be associated with as many items as desired.

It is important to distinguish between price code and price code type. A price code is a set of criteria you select to determine an alternate price(s) for some business reason. A price code type is one of the criteria used in a price code, for instance, discounts based on quantities ordered.

You may define a number of different price codes of the same type. For Example

- Price code #23 gives a discount of 5% off Price-1 in quantities of 100 units or more.
- Price code #56 gives a discount of 25% off Price-1 in quantities of 500 or more.

Both price codes use price code type 1 and Price-1 but might be used to discount the price of different products.

Related selections

Customer types and discounts are associated with customers by the A/R *Customers* selection.

Prices and price codes are associated with items in three different ways:

1. By the I/C *Items* selection. This is the usual method. Each item has at least one price and may have as many as five. Each item also has an optional price code. If it doesn't have a price code, Price-1 is used as the price for the item.
2. By the I/C *Contract prices* or P/S *Contract prices* selections. These methods are optional. It lets you replace the normal prices and/or price code by different values, applying only to a particular customer with whom you have a special contract arrangement.
3. By the P/S *Special sale prices* selection. It lets you replace the normal price by different values or a price code. The sale price can be for any time period.

Any individual price code that you define may be used for any of these purposes.

I/C *Sale prices* makes no use of price codes.

Orders and Invoices

When an order is entered in O/E, an invoice in A/R or a transaction in Point of Sale, the price of each item on the order is either Price-1 for that item or, if present, calculated by the item's price code. The calculated price is displayed and you will have the option of either accepting it or entering a different price (sale or contract price, if there is one, or simply a one-time price specified by you).

When an order is entered in O/E, an invoice is entered in A/R or a transaction is entered in Point of Sale, the price of an item on the order or invoice will be calculated automatically, based upon the calculation method specified in the item's price code. The calculated price will display, and you will have the option of accepting it or entering a different price.

In O/E, additional pricing options are available by using multi-warehouse pricing, sale prices, and contract prices. These options are described in the chapter titled Prices.

In Point of Sale, additional pricing options by sale prices and contract prices are available. See the Point of Sale documentation for setting up these price options.

In O/E, and A/R, the customer's trade discount may be applied in addition to the discount specified by a price code.

This happens in all selections which allow entry of goods line items: *Recurring bills*, *Quotations*, *Recurring Orders*, *Standard bills*, and *Billing*.

When a price for a particular line item on an order has been calculated using a price code, it is still subject to any applicable customer discount.

Quantity Levels

Price code types using quantity levels determine which level in the price code matches a quantity ordered on a particular line item.

A level is a range of quantities you define. There may be up to five of them, and they must be in ascending order.

- Each level is defined by a lower bound and continues to but does not equal the lower bound of the next level. For example, if the lower bounds of level-3 is 100 and level-4 is 500, then the range of level-3 is 100 through 499 inclusive.
- The last level defined continues indefinitely.
- The first level may (but need not) begin at zero. If it does not, orders for quantities less than the lowest level do not receive any discount but are sold at Price-1.
- The first level may (but need not) begin at zero. If it does not, orders for quantities less than the lowest level receive the basis price (or cost) specified in the price code, but without any discount.

If two line items for the same item number occur twice on an invoice (or quotation, order, etc.), then the price for each will be evaluated independently according to the quantity of each.

If it becomes necessary to back order part of a line item, each partial order receives the price appropriate to the total quantity ordered, regardless of how many shipments are required.

This provision insures that your customer is not deprived of the discount he is entitled to, merely because of operational conditions in your warehouse.

This chapter refers to *Price-1*, *Price-2*, *Price-3*, *Price-4* and *Price-5*. These are the five prices assigned to an inventory item. Prices are normally in descending order, with Price-1 being the highest.

You will also see references made to *Average cost*, *Standard cost*, and *Replacement cost*. These are the costs that are retained for an inventory item.

Refer to the *Items* chapter for a further explanation of these prices and costs.

Note

You should not delete a price code unless you are sure that it is not currently used for any inventory items.

Price Code Error Conditions

It is possible to create situations in which no valid price can be calculated from the applicable price code. For example, you could:

- Delete the price code while there are still items on file using that price code.
- Define a price code varying by customer type, but fail to include all existing customer types.
- Define new customer types but fail to adjust existing price codes accordingly.
- Define a price code based on one of the prices from Price-2 through 5, but apply it to an item which does not have that price defined (Recall that Price-1 is the only required price on an item).

In all such cases, the system uses Price-1. It behaves as it would have behaved in the absence of a price code.

Refer to the *Items* chapter for a further explanation of these prices and costs.

ENTERING PRICE CODES

Select

Price codes from the *Master Information* menu.

The following screen displays:

```

Master information (Price codes)                                XYZ Company
* 1. Price code [ ]
  2. Price desc
* 3. Price type

<F1> = next price code, <SF1> = previous price code
    
```

From this screen you can work with both new and existing price codes. If information has already been entered for the price code you specify, it appears and is available for changes or deletion.

Enter the information as follows:

*1. Price code

You may use either numeric or alphanumeric codes. Unlike most other alphanumeric fields in this system, leading zeroes are suppressed. That is, an entry of **8** is read as **08** and so displayed thereafter.

Options

Enter the number assigned to this price code, or use the following options:

<F1> To scan through the price code on file.

<SF1> For the previous price code

Format Either two letters or digits

Example Type 1

2. Price desc

Enter a description of this particular price code. This description will appear on the entry screen for selling items.

Format Up to 25 letters

Example Type Discount by Quantity

*3. Price type

Price code type is explained in the Introduction to this chapter, and a list of the available types displays below.

The format of the remaining fields of the screen varies for each price code type, so each is described separately beginning at the page shown in the table.

The price type defines which of the eight available price structures will be used by this price code. To select one, enter its number.

The price code type of an existing price code may not be changed.

Master information (Price codes) XYZ Company

* 1. Price code 10

* 2. Price desc Discount by quantity

* 3. Price type

Types: 1 = Discount by qty ordered 7 = Pick price-1/2/3/4/5 by qty ordered

2 = Discount by cus type 8 = Pick price-1/2/3/4/5 by cus type

3 = Discount by qty ordered within cus type

4 = Mark up by qty ordered

5 = Mark up by cus type

6 = Mark up by qty ordered within cus type

A prompt displays at the bottom of the screen to remind you of the eight types of price structures available. The eight types of price structures are:

TYPE	DESCRIPTION	INFO LINK
1	Discount Price by Quantity Ordered: Price is discounted according to the quantity ordered.	Price Code Type 1
2	Discount Price by Customer Type: Price is discounted according to the customer type (specified in the Accounts Receivable Customers selection).	Price Code Type 2
3	Discount Price by Quantity Ordered Within Customer Type: Price is discounted according to the customer type; and for each customer type, according to the quantity ordered.	Price Code Type 3

TYPE	DESCRIPTION	INFO LINK
4	Mark up Price by Quantity Ordered: Price is marked up according to the quantity ordered.	Price Code Type 4
5	Mark up Price by Customer Type: Price is marked up according to the customer type.	Price Code Type 5
6	Mark up Price by Quantity Ordered Within Customer Type: Price is marked up according to the customer type; and for each customer type, according to the quantity ordered.	Price Code Type 6
7	Pick price by Quantity Ordered. The price is selected from among an item's five prices according to the quantity ordered.	Price Code Type 7
8	Pick Price by Customer Type. The Price is selected from the prices according to the customer type.	Price Code Type 8

Enter a price code type from the above table.

Format One digit

Example Type 1

The fields to be entered from this point forward depend on the price type you specify in field number 3. Each of the types is shown in the following sections.

4. Price basis

Price basis is the price or cost from which the discount or markup is calculated. Typically you would use price as the basis for a discount and cost as the basis for a markup.

Options

Enter one of the following options:

1 through 5 Item Price-1 through Price-5

A Average cost

R Replacement cost

Format One character from the list above

Example Type 1 for all discount calculations on Price -1.

If you selected Price code type 7 or 8, this field will not display because those price code types do not generate a price based on a calculation.

Remainder of Price code Screen

The appearance of the remainder of the screen depends on which price code type is entered. The screens for each price code type are explained on the following pages, with an example for each.

Standard cost appears only if you are using the standard cost valuation method.

Enter the quantities and discounts for field numbers 5-14 as shown below. Minimum quantities must be in increasing order (level-2 larger than level-1, level-3 larger than level-2, etc.).

The Completed Screen

After completing each screen, you are positioned at *Field number to change ?*.

Options

Make any needed changes, or use one of the options:

- <F1> For the next price code
- <SF1> For the previous price code
- <F3> To delete this price code

Note

If you delete a price code while on or more selling items (or contract price entries) continue to reference that price code, Price-1 will be used instead.

Price Code Type 1

For each Price code, this Price code type discounts any one of an item's prices or costs by a percentage you specify. You may specify up to five quantity levels each with its own discount.

The screen displays as follows:

```

Master information (Price codes)                                XYZ Company
* 1. Price code      10
  2. Price desc      Discount by Quantity
* 3. Price type      1
  4. Price basis      

  5. Level-1 minimum qty
  6. Level-1 discount pct

  7. Level-2 minimum qty
  8. Level-2 discount pct

  9. Level-3 minimum qty
 10. Level-3 discount pct

 11. Level-4 minimum qty
 12. Level-4 discount pct

 13. Level-5 minimum qty
 14. Level-5 discount pct

1=Prd-1  2=Prd-2  3=Prd-3  4=Prd-4  5=Prd-5  A=Avg cost  R=Rplc cost
    
```

5. Level 1 minimum qty

Enter the minimum quantity that will qualify for the discount percentage (entered in the next field) for level-1.

Orders for quantities less than the minimum receive no discount. In the following example, orders of ten or more receive the discount, orders of nine or fewer pay the full price. The level-1 maximum quantity will be determined by what is defined for level-2 or will be unlimited if only level-1 is defined.

Format 99,999,999.99999

Example Type 10

6. Level-1 discount pct

Enter the discount percentage that applies to orders with quantities falling within the level-1 range.

Format 999.99

Example Type 2 to specify 2% as the discount for orders of ten or more.

7. Level-2 minimum qty

Enter the minimum quantity that will qualify for the discount for the level-2 range or terminate defining additional levels by successively pressing <Enter> until *Field number to change ?* appears on the lower left corner of the screen.

Format 99,999,999.99999

Example Type 20

8. Level-2 discount pct

Enter the discount percentage.

Format 999.99

Example Type 4 to specify 4% as the discount for orders of 20 or more.

9. through 14.

The remaining fields on the screen are grouped in pairs to allow definition of the remaining quantity ranges:

- 9 and 10
- 11 and 12
- 13 and 14

Example Continue entering minimum quantities and the corresponding discount percentages.

Price Code Type 2

This method allows you to discount any one of the item's prices or costs by a percentage which varies according to customer type(s). Up to six discounts may be specified, each of which may apply to up to five customer types.

There are no minimum quantities required for this Price code type. Any customer of a type which you specify in a Price code receives the discount on any order where the Price code applies.

Example Create a new entry for Price code 2 with the name Discount by customer type. Enter 1 as the price basis for Price-1. Enter Price code type 2.

The following screen displays:

```

Master information (Price codes)                                XYZ Company
* 1. Price code      10
  2. Price desc      Discount by Quantity
* 3. Price type      2
  4. Price basis      1
  5. Customer types
  6. Discount pct
  7. Customer types
  8. Discount pct
  9. Customer types
 10. Discount pct
 11. Customer types
 12. Discount pct
 13. Customer types
 14. Discount pct

1=Prs-1  2=Prs-2  3=Prs-3  4=Prs-4  5=Prs-5  A=Avg cost  R=Rplc cost
    
```

Enter the information for fields 5 through 16 as follows:

5. Customer types

Enter up to five customer types to which this discount will apply. The cursor moves to the next field (*Discount pct*) after entry of the fifth customer type or the first blank entry.

Customer types should correspond to existing type codes in the A/R Customers selection. The system does not check to validate them as you enter them.

Format Up to five types, of up to five characters each

Example Type RET (retail) as the customer type. Press <Enter> twice to indicate that this is the only customer type to which this discount applies.

6. Discount pct

Enter the discount percentage that applies to all the customer types specified in field #5 above; or press <Enter> to default to 0% discount.

Format 999.99

Example Press <Enter> to default to 0.00 as the discount that applies to retail type customers.

7. through 14.

The remaining fields on the screen (field numbers 7 through 14) are grouped in pairs:

7 and 8, 9 and 10, 11 and 12, 13 and 14.

The first field of each pair allows you to enter up to five customer types as in field #5. If you enter no customer types, the previous discount entry is considered to be the last one and you are positioned at *Field number to change ?*.

The second field allows you to enter the percent of discount to be applied to each customer type that is named in the preceding *Customer types* field.

Example In field #7, type WSL. Next press <Enter>. Type 10 in field #8. Next type SPC and press <Enter> twice. This specifies *wholesale* and *special* customer types with discounts of 10% and zero, respectively. Press <Enter> at field #11 and field #13 to skip the remaining fields.

Price Code Type 3

This method is a combination of types 1 and 2. That is, it allows the discount to vary by both quantity and customer type.

To accomplish this, a separate screen is used for each customer type. Since there can be multiple entries for the same Price code, it follows that:

- In change mode, the information does not appear on the screen until both the Price code number and the customer type have been entered.
- The <F3> option deletes only the current screen. If there are other customer types defined for this Price code they remain on file.

Example Create a new entry for Price code 3 with the name *Discount by qty & cust type*.
Enter Price code type 3.

The following screen displays:

```

Master information (Price codes)                                XYZ Company
* 1. Price code      10
  2. Price desc      Discount by quantity
* 3. Price type      3
* 4. Customer type   
  5. Price basis

  6. Level-1 minimum qty
  7. Level-1 discount pct

  8. Level-2 minimum qty
  9. Level-2 discount pct

 10. Level-3 minimum qty
 11. Level-3 discount pct

 12. Level-4 minimum qty
 13. Level-4 discount pct

 14. Level-5 minimum qty
 15. Level-5 discount pct
    
```

4. Customer Type

Enter one customer type to which this discount will apply. The cursor moves to the next field (*Discount pct*).

Customer types should correspond to existing type codes in the A/R Customers selection. The system does not check to validate them as you enter them.

Format One type of up to five characters each

Example Type WSL (wholesale) as the customer type. Press
 <Enter> twice to indicate that this is the only customer
 type to which this discount applies.

5. Price basis

Price basis is the price or cost from which the discount or markup is calculated. Typically you would use price as the basis for a discount and cost as the basis for a markup.

Options

Enter one of the following options:

1 through 8 Item Price-1 through Price-8

Format One digit from 1 through 8

Example Type 1 for all discount calculations on Price-1.

6. Level -1 minimum qty

Enter the minimum quantity ordered that will qualify for the level-1 discount percentage. Quantities must be in ascending order.

Format 99,999,999.99999

Example Type 10 to specify 10 as the minimum quantity to qualify
 for the level-1 discount.

7. Level-1 discount pct

Enter the discount percentage that applies to quantities of at least the amount specified in field number 6.

Format 999.99

Example Type 3 to specify a discount of 3.00% for a quantity ordered of at least 10.

8. through 15.

The remaining fields on the screen are grouped in pairs to allow definition of the remaining quantity ranges:

- 8 and 9
- 10 and 11
- 12 and 13
- 14 and 15

Example For fields #8 through #15, continue entering minimum quantities and the corresponding discount percentages.

Price Code Type 4

This method is the reverse of type 1. It allows markups rather than discounts.

Markups would typically be applied using a cost as a basis (in field #4), whereas discounts typically apply to a price. This however is not a requirement.

Example Create a new entry for Price code 4 with the name Mark up by qty.
Enter 4 as the price-code type and R as the price basis for Replacement cost.

The following screen displays:

```

Master information (Price codes)                                XYZ Company
* 1. Price code      04
  2. Price desc      Mark up by quantity
* 3. Price type      4
  4. Price basis      Replacement cost

  5. Level-1 minimum qty  
  6. Level-1 mark up pct

  7. Level-2 minimum qty
  8. Level-2 mark up pct

  9. Level-3 minimum qty
 10. Level-3 mark up pct

 11. Level-4 minimum qty
 12. Level-4 mark up pct

 13. Level-5 minimum qty
 14. Level-5 mark up pct
    
```

Enter the information for fields #5 through #14 as follows:

5. Level-1 minimum qty

The level-1 minimum quantity is the minimum quantity ordered that will qualify for the level-1 mark up percentage you will enter in field #6. Quantities must be in ascending order.

Format	99,999,999.99999
Example	Type 10 to specify ten as the minimum quantity ordered to qualify for the mark up percentage to be entered in field #6.

6. Level-1 mark up pct

Enter the mark up percentage that applies to orders with item quantity at least as large as that specified in field #5.

Format	999.99
Example	Type 70 to specify 70.00% as the mark up for orders of ten or more.

7. Level-2 minimum qty

Enter the minimum quantity ordered that will qualify for the level-2 mark up percentage specified in field #8.

Format	99,999,999.99999
Example	Type 20

8. Level-2 mark up pct

Enter the mark up percentage.

Format	999.99
Example	Type 60

9. through 14.

The remaining fields on the screen are grouped in pairs to allow definition of the remaining quantity ranges:

- 9 and 10
- 11 and 12
- 13 and 14

Example	For fields #9 through #14, continue entering minimum quantities and the corresponding discount percentages.
---------	---

Price Code Type 5

This method is the reverse of type 2. It allows markups rather than discounts.


```

Master information (Price codes)                                XYZ Company
* 1. Price code      05
  2. Price desc      Mark up by customer type
* 3. Price type      5
  4. Price basis      Replacement cost

  5. Customer types  
  6. Mark up pct
  7. Customer types
  8. Mark up pct
  9. Customer types
 10. Mark up pct
 11. Customer types
 12. Mark up pct
 13. Customer types
 14. Mark up pct
    
```

Example Create a new entry for Price code 5 with the name Mark up by customer type
Enter 5 as the price-code type and R as the price basis for Replacement cost. The following screen displays:

Enter the information for fields #5 through #14 as follows:

5. Customer types

Enter customer types.

Press <Enter> after each customer type to advance the cursor to the next type. The cursor advances to the next field (field #6) as soon as you have entered five customer types or have entered a blank customer type.

All the customer types entered here will receive the mark up percentage entered in the next field when the customer orders those items that specify this Price code.

Format Five types of up to five characters each

Example Type RET (for retail). Next press <Enter> again.

6. Mark up pct

Enter the mark up percent applying to all the customer types specified in the preceding field.

Format 999.99

Example Type 90 for the mark up that applies to retail customers.

7. through 14.

The remaining fields on the screen (#7 through #14) are grouped as follows:

- 7 and 8
- 9 and 10
- 11 and 12

- 13 and 14

The first field of each pair allows you to enter up to 5 customer types, as in field #5. The second allows you to enter the percentage of mark up to be applied to each customer type that is named in the preceding *Customer types* field.

Example In field #7, enter the customer types WSL (wholesale) and SPC (special).
Press <Enter> twice to go to field #8.
Enter 50 in field #8.
Press <Enter> repeatedly to skip fields #9 through 14.

Price Code Type 6

This method is the reverse of type 3. It allows markups rather than discounts. It can also be considered as a combination of types 4 and 5.

Like type 3, this allows multiple entries for a single Price code, one for each customer type.

Example Create a new entry for Price code 6 with the name Mark up by cust & qty.
Enter 6 as the price-code type.

The following screen displays:

```

Master information (Price codes)                                XYZ Company
* 1. Price code      06
* 2. Price desc      Mark up by cust. & qty.
* 3. Price type      6
* 4. Customer type   
5. Price basis

6. Level-1 minimum qty
7. Level-1 mark up pct

8. Level-2 minimum qty
9. Level-2 mark up pct

10. Level-3 minimum qty
11. Level-3 mark up pct

12. Level-4 minimum qty
13. Level-4 mark up pct

14. Level-5 minimum qty
15. Level-5 mark up pct
    
```

Enter the information for fields #5 through #17 as follows:

*4. Customer type

Enter the customer type. Many different mark up structures are allowed for the same Price code, provided that each structure is for a different customer type. You *cannot* use a blank customer type.

Format 5 characters

Example Type WSL

5. Price basis

Enter the code corresponding to the price or cost to be used as a base for this Price code. Your choices are:

- | | |
|---|------------------|
| 1 | Price-1 |
| 2 | Price-2 |
| 3 | Price-3 |
| 4 | Price- 4 |
| 5 | Price- 5 |
| A | Average cost |
| R | Replacement cost |

Format One character

Example Type R.

6. Level-1 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-1 mark up percentage you will enter in field number 7.

Format 99,999,999.999

Example Type 10

7. Level-1 mark up pct

Enter the mark up percentage that applies to orders with an item quantity of at least the quantity specified in field number 6.

Format 999.99

Example Type 70 to specify a mark up of 70.00% for a quantity ordered of at least 10.

8. through 15.

The remaining fields on the screen (#8 through #15) are grouped as follows:

- 8 and 9
- 10 and 11
- 12 and 13
- 14 and 15

The first field of each pair allows you to enter up to 5 customer types, as in field #5. The second allows you to enter the percentage of mark up to be applied to each customer type that is named in the preceding *Customer types* field.

Example Press <Enter> repeatedly to skip fields #8 through #15.

Price Code Type 7

Price code types 7 and 8 use a different method than the types considered previously. Types 1 through 6 used one price (or one cost) as the basis for applying some discount (or markup), and ignored the other prices. Types 7 and 8 instead select among all of an item's prices on the basis of the quantity ordered or the customer type (respectively). There is no attempt to either discount or mark up the selected price; the goal is to choose the right one.

Note

This technique requires that the item's prices be already assigned with this use in mind.

Example

Create a new entry for Price code 7 with the name Pick price by qty.
Enter Price code type 7. The following screen displays:

```

Master information (Price codes)                XYZ Company
* 1. Price code    07
  2. Price desc    Pick price by quantity
* 3. Price type    7

  4. Level-1 minimum qty for price-1  
  5. Level-2 minimum qty for price-2
  6. Level-3 minimum qty for price-3
  7. Level-4 minimum qty for price-4
  8. Level-5 minimum qty for price-5
    
```

Enter the information for fields #4 through #8 as follows:

4. Level-1 minimum qty for price-1

Enter the minimum quantity that must be ordered to qualify for price-1.

Format 99,999,999.999

Example Type 5

5. Level-2 minimum qty for price-2

Enter the minimum quantity that must be ordered to qualify for price-2.

Format 99,999,999.999

Example Type 100

6. Level-3 minimum qty for price-3

Enter the minimum quantity that must be ordered to qualify for price-3.

Format 99,999,999.999

Example Type 500

Price Code Type 8

Price code type 8 selects among all five of an item's prices on the basis of the customer type. There is no attempt to either discount or mark up the selected price; the goal is to choose the right one.

For consistency with the other Price code types, items using type 8 must still have their five prices arranged in descending sequence even though the selection method does not logically require this.

```

Master information (Price codes)                                XYZ Company
* 1. Price code      08
  2. Price desc      Pick price by customer
* 3. Price type      8

  4. Use price-1 for customer types:
     

  5. Use price-2 for customer types:

  6. Use price-3 for customer types:

  7. Use price-4 for customer types:

  8. Use price-5 for customer types:
    
```

Example Create a new entry for Price code 8 with the name Pick price by cust.

Enter Price code type 8. The following screen displays:

In this example, retail type customers are charged price-1, wholesale type are charge price-2, and special type are charged price-3.

Enter the information for fields #4 through #8 as follows:

4. Use price-1 for customer types:

Enter those customer types to be charged Price-1.

Format Up to five characters of five characters each

Example Type RET. Then press <Enter> again.

5. Use price-2 for customer types:

Enter up to five customer types that will be charged price-2.

Format Up to five types of five characters each

Example Type WSL and press <Enter>.
 Type SPC and press <Enter>.
 Press <Enter> again.

6. Use price-3 for customer types: through

8. Use price-5 for customer types:

Enter up to 5 customer types for each of Price-3 through Price-6.

Format For each price level, up to 5 types of 5 characters each

Example Press <Enter> at each field to indicate no further data
 entry.

In this example, retail customers are charged price-1, while special and wholesale customers are charged price-2. No customer types are charged price-3.

PRINTING PRICE CODE LISTS

Select

Price codes from the *Reports, Master info* menu.

The Printer Selection screen will be displayed. Select the printer that you want use for this list, elect to print the Price Codes List to disk or display on your screen.

All price codes will be printed on the Price Codes List.

Commission Codes

This chapter contains the following topics:

<u>Introduction to Commission Codes</u>
<u>Entering Commission Codes</u>
<u>Printing Commission Code Lists</u>

INTRODUCTION TO COMMISSION CODES

This chapter describes how to enter and print commission codes.

Commission codes *do not* apply if:

- You are not interfaced to the Order Entry (O/E) and Accounts Receivable (A/R) modules.
- You have specified (in O/E Control information) that you do not use inventory item numbers for order entry.
- You have specified (in A/R Control information) that you do not use sales representatives.
- You have specified (in A/R Control information) that you employ sales representatives but do not pay them on a commission basis.
- You do pay commissions, but you wish to decide the percent (or amount) of the commission without reference to the item number, either:
 - On the basis of the customer
 - On the basis of the sale representative
 - On a case-by-case basis.

If your situation falls into any of these categories, you can skip this chapter.

The *Commission codes* selection enables you to define different rules for computing commissions and assign a code to each rule. You can then associate this code (in Items) with individual items, so that the sale representative's commission is calculated automatically. This calculation is performed upon both:

- Invoice (entered in A/R)
- Order (entered in O/E).

Commission codes control the calculation of commissions not just on regular prices, but on override, sale, and contract prices as well.

You are not required to accept the calculated commission; you can always override it on individual documents.

Commissions

- A commission is a payment which you make to your sales representatives based on the sales they generate.
- Commissions only occur if you use sales representatives and if you choose that method of paying them.
- A commission is a percentage of either the price or the margin (your choice).
- Commissions become payable to the sales representative either when the invoice is posted or when payment has cleared (your choice).
- Commissions may apply to either goods and/or services.

- Commissions are calculated separately for each line item on a document (invoice or order), and the commission for the entire document is the sum of the individual line items.
- When entering a document, for each line item, the operator must determine whether or not it is commissionable.

If the line item is commissionable, the commission amount calculated for the line item is included in the total commission for this document.

If it is not commissionable, this line item does not contribute towards the total commission for this document.

The operator cannot alter the commission amount for an individual line item; he may only decide whether or not it is commissionable.

In deciding between commissionable and uncommissionable, the operator is given a default based on the characteristics of the customer, the item, or the sales representative. In most cases he need merely ratify this default.

After all line items have been entered, the operator can override the computed total commission, either by:

- Specifying a flat amount for the commission or
- Providing a commissionable amount and a percentage for the document as a whole. The system extends these figures to obtain a commission total for that document (without attempting to allocate this total among the line items).

Commission percents and calculation methods (price or margin) are associated either with each customer or with each sales representative (your choice).

These values are used to compute commissions for all service line items. If you do not use I/C inventory item numbers, they are also used to compute commissions for goods line items.

You define a system-wide default, which is automatically assigned to new entries when you do customer or sales representative maintenance unless you override this default in individual entries.

A line item is considered commissionable at the specified percentage whenever its customer or sales representative (whichever you have determined) possesses a non zero commission percent. Conversely, if you have not specified a percentage the line item is uncommissionable.

If you do use I/C inventory item numbers, then the default commissionability of a goods line item is determined by the presence or the absence of a commission code for that item.

A commission code identifies a rule or formula, defined by you, for varying the commission percent according to the price. This enables you to define different commissions for different items, and also to grant a higher or lower commission percent for the same item depending on its price. Prices for an item may vary from one document to another because of price codes, customer discount, sale pricing, or contract pricing; or simply because the user has supplied a one-time override price.

When you use I/C inventory item numbers, the commission percentage assigned to the customer or sales representative is ignored in computing the commission for that line item.

ENTERING COMMISSION CODES

Select

Commission codes from the *Master Information* menu.

The following screen displays:

```

Master information (Commission codes)          XYZ Company

* 1. Commission code      [ ]
  2. Commission description
  3. Comm pct - price-1
  4. Comm pct - price-2
  5. Comm pct - price-3
  6. Comm pct - price-4
  7. Comm pct - price-5
  8. Comm pct - price override
  9. Calculation method

<F1> = next commission code, <SF1> = previous commission code
    
```

From this screen you can work with both new and existing commission codes. Enter the information as follows:

*1. Commission code

Options

Enter the commission code or use one of the options:

<F1> For the next commission code on file

<SF1> For the previous commission code

Format Up to two digits

Example Type 3

2. Commission description

Enter the commission code description. The description will appear on the screen in the *Orders*, *Billing*, and *Invoices* selections.

Format Up to 25 letters

Example Type Standard Commission

Price-1 through Price-5

Enter in fields #3 through #7 the commission percentages to be paid for the corresponding price.

The price of each item is assigned in the Items selection. Prices are in descending order, with Price-1 being the highest. Your price structure may not use all five of these prices; if so, omit the unused prices.

The price actually charged may not coincide with any of an item's five prices, for several reasons:

- A customer line item discount may apply.
- The price may be a sale, contract, or override price.
- A price code may be in effect, which may cause the price to be discounted or marked up, or to be based on a cost rather than on any of the five prices. Refer to the Price Codes chapter for further information.

In any of these cases, the system takes the price actually charged, computes the equivalent unit price, then compares the result with the five prices for the item and finds the one which matches best. It then picks a commission percentage corresponding to that price.

Note that any customer discount for the invoice (as opposed to line item discounts) is calculated only after all line items are entered, and therefore does not affect the selection of which commission percentage to use. However, both types of discounts are applied to the extended commission amount (otherwise the sales representative would be remunerated for revenue that has not actually occurred.)

3. Comm pct - price-1

Enter the commission percentage to be paid on items sold at or above price-1.

Format 99.99

Example Type 8

4. Comm pct - price-2

Enter the commission percentage to be paid on items sold at or above price 2, but below price 1.

Format 99.99

Example Type 7

5. Comm pct - price-3

Enter the commission percentage to be paid on items sold at or above price 3, but below price 2.

Format 99.99

Example Type 6

6. Comm pct - price-4

Enter the commission percentage to be paid on items sold at or above price 4, but below price 3.

Format 99.99

Example Type 5

7. Comm pct - price-5

Enter the commission percentage to be paid on items sold at or above price 5, but below price 4.

Format 99.99

Example Type 4

8. Comm pct - price override

Enter the commission percentage to be paid on items sold at a price that is lower than the last price you have entered in fields #3 through #7 above.

Even if the maximum number of prices you have specified on any item in inventory is less than five, you should still specify a commission percent in this field, since it is always possible to enter an override price lower than the lowest price you have entered for the item.

Format 99.99

Example Type 2

9. Calculation method

Enter P to calculate the commission amount based on the price, or enter G to calculate the commission amount based on gross profit (*price minus cost*). You may default to P by pressing <Enter>.

Format One letter, either P or G. The default is P.

Example Press <Enter> to accept the default.

At the *Field number to change ?* prompt you may modify a field or press <Enter> to accept the code as defined.

Changing Existing Commission Codes

If at the first field you enter the number for an existing code, the screen display will be completed with the fields defined for the existing code. Make any needed changes, or use one of the options:

Options

Make any needed changes, or use one of the options:

- <F1> For the next commission code on file
- <SF1> For the previous commission code
- <F3> To delete this commission code

Commission codes can only be deleted in change mode. Before deleting any commission code, make sure that no item is still using that code, since the system does not test for this condition. If you enter an invoice (or order, or other document) for a line item containing a nonexistent commission code, no error message will be issued and the line item will be considered uncommissionable.

If you have been entering the suggested examples, the screen now displays similar to below:

Master information (Commission codes)		XYZ Company
* 1. Commission code	03	
2. Commission description	Standard commission	
3. Comm pct - price-1	8.00	
4. Comm pct - price-2	7.00	
5. Comm pct - price-3	6.00	
6. Comm pct - price-4	5.00	
7. Comm pct - price-5	4.00	
8. Comm pct - price override	2.00	
9. Calculation method	Price	

<F1> = next commission code, <SF1> = previous commission code, <F3> = delete
Field number to change ?

In the example, if an item is sold at a unit price greater than price-2, but less than price-1, the commission is calculated as 7% of the price paid, and so on for the other price levels.

PRINTING COMMISSION CODE LISTS

You may print a list of Commission Codes.

To print a list of Commission Codes, select *Commission codes* from the *Reports, Master information* menu.

Select

Commission codes from the *Reports, Master info* menu.

Master Information

This chapter contains the following topics:

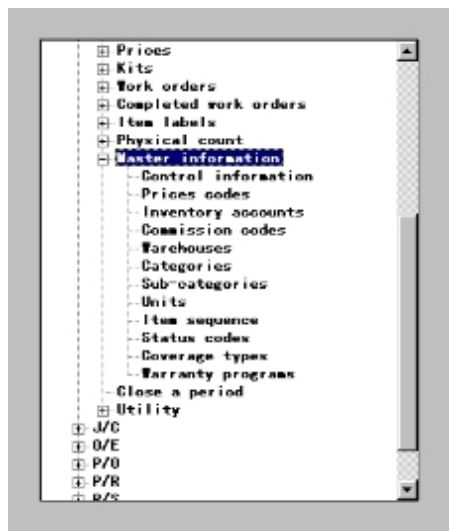
Introduction to Master Information
Categories and Sub-categories
Units
Item Sequence
Status Codes
Coverage Types
Warranty Programs

INTRODUCTION TO MASTER INFORMATION

Master information includes functions that allow you to further define your Inventory Control system. Some of these selections are explained in their own chapters; we cover the remaining *Master information* functions in this chapter.

Master information functions that are explained in their own chapters include [Control Information](#), [Price Codes](#), [Inventory Accounts](#), [Commission Codes](#), and [Warehouses](#). These selections are not covered again in this chapter.

Master information functions that are explained in this chapter include *Categories*, *Sub-categories*, *Units*, *Item sequence*, *Status codes*, *Coverage types*, and *Warranty programs*.



CATEGORIES AND SUB-CATEGORIES

Inventory Control allows you to associate each item with a category and/or sub-category.

You can enter Categories and Sub-categories as criteria for your reports.

If you have a category called *Tools*, you can specify to only have items that have a category of *Tools* to print on the report.

Categories enable you to enter in the Inventory, Sales, Expense and Credit Memo General Ledger account numbers. When you enter in a category into the item file, once you get to the last screen of entry, these accounts will automatically be defaulted to. You can change them if needed at that time.

Entering Categories

To enter categories, follow these steps:

Select

Categories from the *Master information* menu.

The following screen displays:

Master information (Categories) XYZ Company

* 1. Category

2. Description

3. Inventory acct #

4. Sales acct #

5. Expense acct #

6. Cr-memo acct #

<F1> = next category, <SF1> = previous category

From this screen you can work with both new and existing category codes. Enter the information as follows:

*1. Category

Options

Enter the category code, or use one of the options:

<F1> For the next category on file

<SF1> For the previous category on file

Format Up to five characters

Example Type Tools

2. Description

Enter the category description.

Format Up to 25 characters

Example Type Power Tools

3. Inventory acct

Enter the inventory account number or press <F2> for the default inventory account defined in *Control information*.

Format Your standard account number format as defined in *Company information*.

Example Press <F2>.

4. Sales acct

Enter the sales account number associated with this category.

Format Your standard account number format as defined in *Company information*.

Example Enter account 4010-100

5. Expense acct

Enter the expense account number associated with this category.

Format Your standard account number format as defined in *Company information*.

Example Enter account 5020-200

6. Cr-memo acct

Enter the credit memo account number associated with this category.

Format Your standard account number format as defined in *Company information*.

Example Enter account 5080-100

Entering Sub-categories

Sub-categories are associated with a category. You can define multiple sub-categories against one category.

Select

Sub-categories from the *Master information* menu.

The following screen displays:

Master information (Sub-categories) XYZ Company

* 1. Category

2. Sub category

3. Description

<F1> = next sub category, <SF1> = previous sub category
<F2> = next category, <SF2> = previous category

From this screen you can work with both new and existing sub-category codes. Enter the information as follows:

*1. Category

Options

Enter the category code, or use one of the options:

- <F1> For the next sub-category on file
- <SF1> For the previous sub-category on file
- <F2> For the next category on file
- <SF2> For the previous category on file

Format Up to five characters

Example Type Tools

2. Sub category

Options

Enter the sub-category code, or use one of the option

- <F1> For the next sub-category on file
- <SF1> For the previous sub-category on file

Format Up to five characters

Example Type Elec

3. Description

Enter the sub-category description.

Format Up to 25 characters

Example Type Electric Power Tools

Both categories and sub categories must be entered here before they can be used in the item file.

Printing Category Lists

You may print a list of Categories, and may include or exclude Sub-categories on the report.

Select

Categories from the *Master info* menu.

The following screen displays:

Master information (Categories) XYZ Company

* 1. Category

2. Description

3. Inventory acct #

4. Sales acct #

5. Expense acct #

6. Cr-memo acct #

<F1> = next category, <SF1> = previous category

From this screen you can define the range of categories that you wish to print, and you can include or exclude sub-categories.

1. Print sub-categories?

Enter Y if you wish to have sub-categories print on the report; otherwise enter N.

2. and 3. Starting and Ending category

Enter the range of categories you want to include on the report.

4. and 5. Starting and Ending sub-category

Enter the range of sub-categories you want to include on the report.

You may modify your selection criteria from *Field number to change ?*, or press <Enter> to print the report.

UNITS

Units refer to units of measure.

All units of measure that will be used for an item, must be defined under Units first. If the unit is not defined, you can not use it.

Units for stocking, pricing, weight, depth, height and width must be defined before you can use them in the item file.

Entering Units

To enter units, follow these steps

Select

Units from the *Master information* menu.

The following screen displays:

Master information (Unit codes) XYZ Company

* 1. Unit

2. Description

<F1> = next unit, <SF1> = previous unit

From this screen you can work with both new and existing Units. Enter the information as follows:

*1. Unit

Options

Enter the unit code, or use one of the options:

- <F1> For the next unit on file
- <SF1> For the previous unit on file

Format Up to four characters

Example Type Case

2. Description

Enter the unit description.

Format Up to 10 characters

Example Type Case/24

Printing Unit Lists

You may print a list of Units.

Select

Units from the *Reports, Master info* menu.

The following screen displays:

Reports, master info (Unit codes) XYZ Company

1. Starting unit

2. Ending unit

<F2> = "First"

From this screen you can define the range of units that you wish to print.

ITEM SEQUENCE

Item sequence numbers allow auto item numeric number sequencing for new items.

This is helpful if you have certain groups or types of items that follow a specific numbering scheme.

You access item sequence numbers when you are in Items Enter by pressing the <F5> key.

Every time you use an item sequence number, the number will automatically be incremented by one.

Entering Item Sequence Numbers

To enter item sequence numbers, follow these steps:

Select

Item sequence from the *Master information* menu.

The following screen displays:

XYZ Company

* 1. Item seq.

2. Description

<F1> = next item sequence, <SF1> = previous item sequence

From this screen you can work with both new and existing Item Sequence Numbers. Enter the information as follows:

*1. Item seq.

Options

Enter the item sequence number, or use one of the options:

- <F1> For the next item sequence number on file
- <SF1> For the previous item sequence number on file

Format Up to 15 characters

Example Type 195000

2. Description

Enter the item sequence number description.

Format Up to 25 characters

Example Type IBM Computer

Printing Item Sequence Number Lists

You may print a list of your Item Sequence Numbers.

Select

Item sequence from the *Reports, Master info* menu.

The following screen displays:

Reports, Master info (Item sequence) XYZ Company

1. Starting item seq

2. Ending item seq

<F2> = "First"

From this screen you can define the range of item sequence numbers that you wish to print.

STATUS CODES

When you enter in your inventory items, you will be asked to enter in Status.

All status codes are user defined and can be anything you like. Examples of Status codes are *Active* and *Inactive*.

Status is a mandatory field when entering items.

Status can be used as selection criteria when printing most of the inventory reports.

These must be defined in the *Status codes* file before you can enter them in the item file.

Status codes are single characters, with an associated description.

This Status code *is not* the same as status records, which maintains your items warehouse information.

Entering Status Codes

To enter status codes, follow these steps:

Select

Status codes from the *Master information* menu.

The following screen displays:

Master information (Status codes) XYZ Company

* 1. Status	2. Description
-------------	----------------

<F1> = next status, <SF1> = previous status

From this screen you can work with both new and existing status codes. Enter the information as follows:

*1. Status

Options

Enter the status code, or use one of the options:

<F1> For the next status on file
<SF1> For the previous status on file

Format One character

Example Type A

2. Description

Enter the Status description.

Format Up to 25 characters

Example Type Active item

Printing Status Code Lists

You may print a list of your Status codes.

Select

Status codes from the *Reports, Master info* menu.

The following screen displays:

Reports, master info (Status codes) XYZ Company

1. Starting status

2. Ending status

<F2> = "First"

From this screen you can define the range of status codes that you wish to print.

COVERAGE TYPES

Coverage is something you get when you purchase a warranty, or get a warranty with the purchase of a product. You get a certain type of coverage, for a certain length of time.

In Coverage Types, we define the different coverages that will be available under our warranty programs. In an example, extended coverage would cover everything.

There are four pre-defined coverage categories and one user defined coverage category (this is defined in *Control Information*).

- Parts
- Labor
- Travel
- Exchange
- Refund (user defined coverage category from *Control information*)

Once all of your coverage types are defined, they can then be used under the Warranty Programs.

Define the coverage code and provide a description.

Then you can flag which *coverage code* is applicable to this *coverage type*.

Note

You should always define a coverage type that covers nothing. We will discuss why when we cover warranty programs.

Entering Coverage Types

To enter a coverage type, follow these steps:

Select

Coverage types from the *Master information* menu.

The following screen displays:

Master information (Coverage types) XYZ Company

* 1. Code

2. Description

3. Parts ?

4. Labor ?

5. Travel ?

6. Exchange ?

7. Refund ?

<F1> = next coverage type, <SF1> = previous coverage type

From this screen you can work with both new and existing coverage types. Enter the information as follows:

*1. Code

Options

Enter the coverage code, or use one of the options:

<F1> For the next coverage on file
<SF1> For the previous coverage on file

Format six characters
Example Type Extend

2. Description

Enter the Coverage description.

Format Two lines of 25 characters each
Example Type Extended coverage

Printing Coverage Lists

You may print a list of your Coverages.

Select

Coverage types from the *Reports, Master info* menu.

The following screen displays:

Reports, master info (Coverage types) XYZ Company

1. Starting code

2. Ending code

<F2> = "First"

From this screen you can define the range of Coverages that you wish to print.

WARRANTY PROGRAMS

Warranty programs are applicable for serialized and warranty items only.

A warranty is a promise to the customer in the event something goes wrong with their product. Warranties can and will vary, depending on the product purchased and which warranty you associate with the product.

Define the warranty and provide a description. You can select up to 5 coverage types per warranty.

Entering Warranty Programs

To enter warranty programs, follow these steps:

Select

Warranty programs from the *Master information* menu.

The following screen displays:

Master information (Warranty programs) XYZ Company

	1. Warranty program code	2. Warranty program description	From	Until	Use Coverage Type	Warr?
3.						
4.						
5.						
6.						
7.						

<F1> = next warranty code, <SF1> = previous warranty code

From this screen you can work with both new and existing Warranty programs. Enter the information as follows:

1. Warranty program code

Options

Enter the Warranty program code, or use one of the options:

- <F1> For the next Warranty program on file
- <SF1> For the previous Warranty program on file
- Format six characters
- Example Type Extend

2. Description

Enter the Warranty program description.

Format Two lines of 25 characters each
 Example Type Extended warranty

3. through 7.

Field #3 through #7 ask what the start date, or continued date of the coverage is. When does it start, how long is this coverage for, what is the coverage (this coverage must be on file under coverage) and if it is warranted by the manufacturer or not.

You should always have a coverage type of none. If you do not have 5 coverages for a warranty, and the last coverage you enter does not go into the future (forever), then you will need a coverage type of none. You should also always have a warranty program of none, because serialized and warranted items require a warranty be associated with each. Also, there may not be an actual warranty for the item.

Example You could have extended coverage for 30 days, then up to 90 days have parts coverage only and after that, no coverage at all. So in this case, we would use the Extend coverage for the first 30 days, the Parts coverage for the next 60 days and the None coverage for the future.

The warranty flag denotes whether or not this warranty is covered by the manufacturer or yourself.

From

The first entry will always be Warranty start date. The values for the remaining lines are automatically created. It is the combination of the Until and Unit of the previous line plus one day.

Until

Enter the number of Days, Weeks, Months, or Years the coverage type will be in effect. In order to end a warranty program a coverage type that has no coverage categories associated with it must be entered for an Indefinite future.

Format 3 digits
 Example Type 90

(Unit of time)

Enter the unit of either Days, Weeks, Months, or Years the coverage type will be in effect.

Format 1 character, either D, W, M or Y
 Example Type D

Use coverage type

Enter the coverage type code to include in the warranty program.

Format 6 character
Example Type Extend

Warr?

Type Y if this coverage is provided by the manufacturer of the item. Otherwise, type N.

Format 1 character, either Y or N
Example Type N

Field number to change ?

Make any changes or select Enter to save the record.

Printing Warranty Programs

You may print a list of your Warranty programs.

Select

Warranty programs from the *Reports, Master info* menu.

The following screen displays:

Report, master info (Warranty programs) XYZ Company

1. Starting code

2. Ending code

<F2> = "First"

From this screen you can define the range of Warranty programs that you wish to print.

Items

This chapter contains the following topics:

<u>Introduction to Items</u>
<u>Entering Items</u>
<u>Entering New Items</u>
<u>Entering Item Notes</u>
<u>Entering Alternate Items</u>
<u>Printing Item Lists</u>
<u>Changing Inventory Accounts</u>
<u>Data Import</u>

INTRODUCTION TO ITEMS

The Items selection is used to maintain and print information on items in inventory, print item labels, and obtain a log (audit trail) of changes.

If you have more than one warehouse, descriptive information about each item is entered only once whereas stocking information is entered separately for each warehouse at which you choose to stock that item.

This chapter assumes the more general case of multi-warehousing, but the absence of a warehouse code is the only difference that single warehouse users will notice.

Information on each item in your inventory is kept in the Item file. This chapter describes the fields in this file, tells how to enter them, and shows how to print item lists.

ENTERING ITEMS

Select

Items from the I/C menu.

Graphical Mode

The following screen displays:

From this screen you can enter new items or edit existing items.

Items List Box

The list box displays up to 6 items at a time. You may sort the items by item number, item name, category, and vendor number all in ascending or descending order. Only column names in red may be sorted. To change the sort direction or field either click on the column name or the arrow to the right of the column name or use the View menu options.

To locate an item, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item.

Items that display in the list box are available for changes or deletion. The fields for the selected item display in the lower part of the screen.

When an item is found, you may select the <Enter> key or Edit button to start editing.

Items Buttons

The buttons at the top of the screen do the following:

Button	Keyboard	Description
New	Alt+n	For adding a new item
Edit	Alt+e	For editing an existing item
Save	Alt+s	For saving a new item or changes to an existing item
Save/New	Alt+w	This button combines the Save and New buttons by first saving the item and then starting a new item
Cancel	Alt+c	To cancel the editing or adding of an item
Exit	Alt+x	To exit the screen. Exit works like cancel when you are adding or editing an item

Character Mode

The following screen displays:

```

Items                                     XYZ Company
* 1. Item number            13. Price-1
 2. Description                                     14. Price-2
                                           15. Price-3
 3. Bar code                                           16. Price-4
 4. Category                                           17. Price-5
 5. Sub-category                                     18. Alt unit 1
 6. Track method                                     19. Alt unit 2
 7. Item type                                         20. Prefer unit
 8. Status                                           21. Average cost
 9. Stock unit                                       22. Std cost
10. Price unit                                       23. Rplcmt cost
11. Conv factor                                     24. Qty on hand
12. Price code                                     25. Qty commit
                                           26. Qty on order
                                           27. Qty on O/O
                                           28. Qty on W/O

<F1> = next item, <SF1> = previous record, blank = look up by description
<F2> = select temporary item, <F5> = item sequence
    
```

Tab 1 - General

Enter the following information:

Item number

This field is used to maintain item numbers.

Options

Enter a new or existing item number, or use one of the following: options:

- <F1> For the next item on file
- <SF1> For the previous item
- <F2> For a list of temporary items entered in O/E Orders.
See [Temporary Item Conversion](#)
- <F5> For item sequence
- <Enter> To look by description

On an existing item, an ampersand (&) displays immediately to the left of the word Item in this field if there is a note on file for this item. The note may be viewed from the *Field number to change ?* prompt by pressing <F6>.

Format Up to 15 characters
Example Type 101

For an existing item, you may also enter (or scan) the item bar code.

Format Up to 20 characters

Miscellaneous Items

An item number that starts with an asterisk (*) signifies a *miscellaneous* item. A miscellaneous item is one for which no quantities are tracked, and whose description and price are not considered permanent.

Miscellaneous items allow you to set up catch-all inventory items to represent a variety of different items for which you do not wish to create separate item records. For example, a miscellaneous item could be used to track such things as service charges.

Miscellaneous items are *non-inventory* items and cannot be processed through the Inventory selection. Miscellaneous items may be sold through Accounts Receivable and Order Entry (O/E). When entering a miscellaneous item in these modules, you can enter its description and price. Quantities on hand are not monitored by the system for miscellaneous items.

You may wish to create miscellaneous item records in the Item file for broad categories of items that have the same taxable status, sales account, etc., as well as miscellaneous items to be used in kit definitions to represent overhead costs.

When Miscellaneous items are used costs are used to generate the appropriate GL transactions. Thus posting a sale of these items is financial ONLY – no updates to inventory (quantity) are done.

Miscellaneous Items must have an inventory account that has an *Inventory type* code of C. See [Entering Inventory Accounts](#) in the *Inventory Accounts* chapter for details on how the distribution transactions for Miscellaneous items differ from that of regular inventory.

Entering existing items

Options

After you have selected an existing item, you have these options:

<F1>	For next
<SF1>	For previous
<F3>	To delete
<F5>	To enter alternate items
<F6>	To enter or change item notes
<F7>	To enter or change status information
<SF7>	To view the multi-warehouse window

The alternate items and items notes options are discussed in detail later in this chapter.

Temporary Item Conversion

After an O/E order with a temporary item is entered and before the order is printed, while in *I/C Items* you should convert any temporary item into an active item.

Conversion is not mandatory, but if don't convert you will not be able to track in I/C the items sold.

Do this by adding a new item and when on the item number field select the <F2> function key. A list of the temporary items entered in O/E displays. Once you have found the correct item, select OK to continue or Cancel to exit.

After selecting OK you will be on a blank Item number field. Enter a new item number. You may change the description as well. Enter the remaining item fields as needed. Set up a status to match the warehouse used in O/E.

Saving the new item will update the item number and description on the order.

Deleting Items

An item can be deleted when status information (explained later in this chapter) exists for it, if the status records contain no quantities on-hand, committed, on-order, on backorder, or on work orders.

If you select to delete an item, you are asked to confirm the deletion if status records exist.

Description

Enter the item description.

Format	Four lines of 25 characters each
Example	Type: Drill, 3/8" Power

Bar code

Bar codes are an alternate method to identify an item throughout Inventory control, Order Entry, and Purchase Order. A bar code can be entered instead of the item number to lookup a particular item.

Options

Enter the bar code for the item, or use one of the options:

<F2> To enter up to 8 different bar codes for the items

<Enter> To leave this field blank

Format Up to 20 characters or use the options

Example Press <Enter>

A bar code may be entered from the keyboard, or it may be scanned by using a bar code reader. If one or more bar codes are entered, each must be different from any other bar code or item number already on file.

Category

Sub-category

Enter codes of your choice that identify the category and sub-category of this inventory item.

Entering a category and sub-category are optional, but each must exist in the category or sub-category file. You may review the entry of [Categories and Sub-categories](#) in the *Master information* chapter.

An item can be searched for by its category/sub-category or sub-category in the View (Items) if you selected in Control information to use the category/sub-category or sub-category keyword methods.

Format Up to 5 character

Example Type: Tools

The category/sub-category classifications are used as sorting and selection parameters for various item-related reports in Inventory, Sales Analysis and Point of Sale. For example, a report could be printed for only *Drills* used in *Plumbing* by assigning a category of DRILL and a sub-category of PLUMB.

We suggest reviewing your inventory items prior to data entry to determine groupings that may be used to standardize the categories and sub-categories. You may wish to specify the item's department as its category.

Sub-category

Format Five characters

Example Type: Elec

Track method

Enter a code to specify the method of tracking this item.

CODE	DESCRIPTION
Normal	For normal tracking.
Serial	For always serialized tracking.
Lot detail	For lot detail tracking
Warranty	For warranty tracking

Format Drop down list box. Select from the table above. The default is Normal.

Example Press <Enter> to accept the default.

The tracking method of an item is used in Inventory control, Order Entry, Point of Sale and Purchase Order.

If *Normal* is selected, normal tracking is performed for the item, and no serial numbers or lot numbers are requested for this item during any function. You may press <Enter> to default to Normal.

Normal is the only valid entry for miscellaneous items (those whose item number begins with an asterisk), or if you specified in Control information that back order control is not used.

If *Serial* is selected, a serial number must be entered for this item when entering inventory transactions, and when orders are processed in O/E and P/S and receivings in P/O.

If *Lot detail* is selected, a lot number must be entered for this item during entry of inventory transactions and purchase orders. Select Lot detail to track lot balances and the detail of every transaction processed for this item's lots.

If *Warranty* is selected, normal tracking is performed. These types of items are actual warranties that have been purchased from the manufacturer of the item. This can also be an internal warranty item.

Changing an Item's Track Method

The tracking method for an item may be changed only if the item has no quantity on hand, quantity committed, quantity on order, quantity on back order, or quantity on work orders. In addition, for a serialized item, the tracking method cannot be changed if serial numbers exist or if components are tracked. For a lot-controlled item, the tracking method cannot be changed if lot numbers exist.

Item type

Merchandise items you receive and sell. Kits are items that you build from others items. Sub-assembly type items are for future use.

Options

Select from one of the following:

Merchandise

Sub-assembly

Kit

Format Select one of the above from a drop down list

Example Select Merchandise

Status

This is a mandatory field. Status must be on file prior to entry here. This field is used as selection criteria for the I/C Reports.

You may review the entry of [Status Codes](#) in the *Master Information* chapter.

Quantities

On hand

An entry in this field is not allowed. The field is updated during the posting of inventory transactions.

If necessary, this field can be corrected using the Recalculate inventory quantities selection on the File recovery utilities menu.

Committed

An entry in this field is not allowed. The quantity committed is updated automatically when inventory transactions are entered and posted in I/C, when orders are entered in O/E, when invoices are entered in A/R, and when receivings are posted in P/O.

If you enter a backorder code of X in the [B/O code](#) field (number 43 on the character mode screen), quantity committed for this item is not tracked.

If necessary, this field can be corrected using the Recalculate inventory quantities selection on the I/C File Recovery Utilities menu.

On order

If you have specified in Control information that you are using Purchase Order, the quantity that your company has on order from your vendor displays in this field.

No entry is allowed, as this field is automatically updated when you run the Purchase Order module.

In character mode, if you are not using Purchase Order, (*Not applicable*) displays.

If necessary, this field can be corrected using the Recalculate inventory quantities selection on the I/C File Recovery Utilities menu.

On B/O

This field displays the quantity of this item that your customers have ordered that is on backorder. The quantity on back order field is shown if you specify in the [B/O code](#) field to keep track of backorders for this item.

This field is automatically updated when an O/E order or P/S transaction is posted, assuming the above conditions are met.

If necessary, this field can be corrected using the Recalculate inventory quantities selection on the I/C File Recovery Utilities menu.

On W/O

In character mode, if you do not use kits, (*Not applicable*) displays for this field.

This field shows the quantity of this item currently being assembled on work orders. This quantity is increased when work orders are issued using Issue work orders and decreased when work orders are completed using Close work orders.

If necessary, this field can be corrected using the Recalculate inventory quantities selection on the File recovery utilities menu.

Tab 2 - Costs and Pricing

The second tab appears like the following:

The screenshot displays the 'Costs and Pricing' tab within a software application. The interface includes several input fields and sections for managing item costs and pricing.

- General Information:**
 - Item number: []
 - Description: []
 - Stock unit: []
 - Average cost: [] .00
 - Replacement cost: [] .00
 - Standard cost: [] .00
 - Costs are per: []
- Pricing Section:**
 - Price unit: []
 - Conv factor: []
 - Price code: []
 - Price-1: [] .00
 - Price-2: [] .00
 - Price-3: [] .00
 - Price-4: [] .00
 - Price-5: [] .00
- Alternate unit 1 pricing Section:**
 - Price unit: []
 - Conv factor: 32
 - Price code: []
 - Price-1: [] .00
 - Price-2: [] .00
 - Price-3: [] .00
 - Price-4: [] .00
 - Price-5: [] .00
- Alternate unit 2 pricing Section:**
 - Price unit: []
 - Conv factor: []
 - Price code: []
 - Price-1: [] .00
 - Price-2: [] .00
 - Price-3: [] .00
 - Price-4: [] .00
 - Price-5: [] .00
- Preferred unit:** []

Price Calculation

Stocking unit, pricing unit, and conversion factor (described below) are used in O/E, P/S and A/R for price calculation. However, no conversion between stocking and pricing units is done in I/C.

When you are using I/C without Accounts Receivable the stocking unit and pricing unit you enter should be the same, with a conversion factor of 1.

Format One character

Example Type A

Stock unit

Enter the unit of measure in which you stock this item. An item may be stocked and sold in units of EACH, BOX, CASE, etc. Each item is stocked in only one stocking unit. The stocking unit is normally the same as the selling unit.

Enter the stocking unit or press <F2> to use a stocking unit of *Each*.

Format Up to 4 characters, or press <F2>.

Example Press <F2>

You may review the entry of [Units](#) in the *Master Information* chapter.

Average cost

An entry is allowed in this field for non-miscellaneous items only when initially adding the item, or if *Average cost* and *Qty on hand* are currently zero. This field is automatically updated when posting inventory transactions.

If you need to change the average cost, enter and post a series of adjustment transactions, so that the appropriate distributions to G/L are made. Refer to the [Inventory Transactions](#) chapter for details.

The average cost is the cost per stocking unit.

Format 999999.99999

Standard cost

When you select LIFO, FIFO, or average as the inventory valuation method in Control information, this field cannot be entered.

If standard is the inventory valuation method, enter the standard cost. The standard cost is the cost you have set as standard for one stocking unit of the item being entered. The cost set by you in the Item file is not updated by the system. Later, if the actual cost of the item varies from the standard cost, the variance (difference) will be reported separately.

Note

Standard costing is illustrated in the [Standard Cost Valuation](#) appendix. If you wish to use standard costing throughout the exercises, make up a standard cost for each item on file.

Format 999999.99999

Replacement cost

Enter the replacement cost of the item. *Replacement cost* is the cost of a stocking unit of an item at the last purchase. It is updated automatically when a receiving is entered.

Replacement cost is used as a default cost for miscellaneous items.

Format 999999.99999

Example Press <Enter>.

Price unit

Enter the pricing unit or press <F2> to use the stocking unit as the pricing unit.

Format Up to four characters

Example Press <F2>

On certain items, the unit of measure on which pricing is based may be different from the stocking unit. The pricing unit entered in this field allows you to record this different unit of measure.

For example, paper is often stocked and sold by the ream, but priced per 1000 sheets. Its stocking unit would be REAM and its pricing unit would be MSHT.

If you enter a pricing unit that is different from the stocking unit, you will enter the conversion factor in the next field.

Conv factor

Enter the number of stocking units in each pricing unit.

The entry for the conversion factor depends upon the relationship between the stocking unit and pricing unit.

1. Stocking unit is smaller than the pricing unit. For example, if an item is stocked by the dozen and priced by the gross, the conversion factor would be 12. There are 12 dozen (stocking unit) in one gross (pricing unit).
2. Stocking unit is larger than the pricing unit. For example, if an item is stocked by the box (8 each in a box) and priced by EACH, the conversion factor would be 0.125. There is 1/8 of a stocking unit in a pricing unit.

Note

Note that the conversion factor is used only for the purpose of price calculation, and only within Accounts Receivable and Order Entry.

Format 999,999.99999

Price code

Enter the price code that will be used to determine the price and discount (or markup) structure for this inventory item, or press <Enter> to skip this field.

The price code entered here is used by Accounts Receivable and Order Entry in conjunction with the prices (or costs) for the item.

For codes with a price type of 3 (discount price basis by quantity ordered within customer type) or 6 (mark up price basis by quantity ordered within customer type), a generalized description will display rather than one you entered, as there can be several customer types associated with each type-3 and type-6 price code.

Format Up to two characters

Example Press <Enter>.

Price-1

Enter price-1, the first of up to three prices that customers can be charged for a pricing unit of this inventory item. Normally, this would be the list price of this item.

Price-1 is normally the highest price charged for the item. It is the highest price that can be entered within the group of five prices.

Format 9,999,999.99999

Example Type: 65 . 00

Price-2

Enter price-2 for this inventory item. It must be less than Price-1.

Format 9,999,999.99999

Example Type: 62 . 00

Price-3

Enter price-3 for this inventory item. It must be less than Price-2.

Format 9,999,999.99999

Example Type: 61 . 50

Price-4

Enter price-4 for this inventory item. It must be less than Price-3.

Format 9,999,999.99999

Example Press <Enter>

Price-5

Enter price-5 for this inventory item. It must be less than Price-4.

Format 9,999,999.99999

Example Press <Enter>

Price-5 is normally the lowest price charged for the item.

Alternate unit 1 pricing

Alternate unit 2 pricing

Entry is not allowed in the alternate unit pricing fields for items with a tracking method of *serialized*.

If this item can be sold or received in units other than the stocking unit, enter up to two alternate units for this item. You can press <Enter> at *Alt unit 1* to skip these fields if the item can be sold only by the stocking unit, as shown in the following screen:

Items		XYZ Company	
* 1. Item number	101	13. Price-1	65.00
2. Description	Drill, 3/8" Power	14. Price-2	62.00
		15. Price-3	61.50
		16. Price-4	0.00
3. Bar code		Alternate unit 1	
4. Category	TOOLS POWER TOOLS	Alternate unit	CASE
5. Sub-category	ELEC Electric Power To	EACH per CASE	<input type="text"/>
6. Track method	Normal	Price code	
7. Item type	1 MERCHANDISE	Price-1/CASE	
8. Status	A Active Item	Price-2/CASE	
9. Stock unit	EACH Each	Price-3/CASE	
10. Price unit	EACH Each	Price-4/CASE	
11. Conv factor	1	Price-5/CASE	
12. Price code			

For example, an item that is normally stocked and sold as EACH might also be sold as a CASE.

If you enter an alternate unit for field number 18 or 19, a window displays for you to enter additional information about the unit.

Format Up to four characters, or press <Enter> for *None* at both fields.

Price unit

The unit of measure is displayed. Changes to the unit can be made when *Any change ?* appears. Enter spaces for this field to delete an alternate unit.

Format Up to four 4 characters

Conv factor

Enter the number of stocking units in each alternate unit.

Note	If the number of stocking units per alternate unit includes decimals, rounding errors will accumulate in this item's Qty-on-hand. To avoid any rounding error, enter only whole numbers in this field.
-------------	--

Format 999,999.99999

Price code

Enter the price code that will be used to determine the price and discount (or markup) structure when selling this unit of the item, or press <Enter> to skip this field.

Format Up to two characters

Price-1, Price-2, Price-3, Price-4, or Price-5

Enter up to five prices that customers can be charged for this item when sold in this unit. Price-1 must be the highest price and Price-5 the lowest.

The prices entered here are per alternate unit. If a pricing unit has been entered that is different than the stocking unit, the prices entered here are per pricing unit.

For example, the item “Eggs” may have a stocking unit of EACH and a pricing unit of DOZ, with a conversion factor of 12. If your alternate unit is TRAY, with 24 EACH per TRAY, and you enter \$0.80 in this field, this is the price per DOZ when sold in this alternate unit. When a TRAY of “Eggs” is sold in A/R or O/E, its price would be \$1.60.

After the information is entered for each alternate unit, field numbers 18 and 19 change to show Price-1 for the unit.

Format 9,999,999.99999 for each price

For this example, skip the alternate pricing fields.

Preferred unit

If you entered at least one alternate unit, enter your preferred selling unit for this item. Enter one of the alternate units, or press <Enter> to default to the stocking unit.

The preferred unit is used as the default selling unit for this item during the Order Entry (Enter) selection. A different selling unit may be selected during order entry.

If this item has no alternate units, this field cannot be entered.

Format Up to four characters

Tab 3 - Item Details

Graphical Mode

The third tab looks similar to the following:

Format 999999.999 (height) and four characters (unit)

Example Press <Enter>.

Width

This field allows entry of the width of the item.

Format 99999.999 (width) and four characters (unit)

Example Press <Enter>.

Depth

This field allows entry of the weight of the item.

Format 99999.999 (depth) and four characters (unit)

Example Press <Enter>.

Item dates

Date created

This date is automatically updated by the system.

Last sold on

This date is automatically updated by the system.

Last used on

This date is automatically updated by the system.

Last received

This date is automatically updated by the system.

Drawing

Drawing number

This field allows you to associate a drawing number with the item. This is an optional field that could be used to identify a diagram, mechanical drawing, specification, etc. for the inventory item.

Format 15 characters

Example Press <Enter>.

Revision number

This field allows you to enter a revision number for the drawing.

Format 15 characters

Example (Not applicable) displays

Revision date

This field allows you to enter a revision date for the drawing.

Format MMDDYY
Example (Not applicable) displays

Miscellaneous fields

Warranty

This field is only applicable for serialized and warranty items. This is the warranty program that is associated with the item. Warranty programs must already be defined under warranty programs before you can enter the information. This is a mandatory field for these types of items, therefore if you do not have a warranty for these items, make sure to use the *None* warranty program you defined under warranty programs.

Note	If you change from <i>Non-Serialized Inventory</i> to <i>Serialized Inventory</i> , make sure to enter the warranty information after you change the track method.
-------------	--

Grace Period

This field may only be entered for items with a item tracking method of Warranty. See [Track method](#).

This is the amount of time from your purchase of a product, until you sell the product that you have as a grace period for the associated warranty from the manufacturer.

ABC code

This code is used by the Reports (ABC analysis) selection in I/C. For an explanation of what the ABC code is, see the chapter in this documentation titled [ABC Analysis](#).

You can enter one character (A, B, or C), but you don't have to enter it because it can be automatically set when you run ABC analysis. You can skip this field by pressing <Enter>.

Format One letter (A, B, or C), or press <Enter> to skip this field.
Example Press <Enter>.

B/O code

Enter a code to indicate whether this item can be back ordered for customers, and whether committed quantities are tracked for this item.

Select *OK to B/O* if the item may be backordered, and quantity committed is tracked.

Select *not OK to B/O* to designate that the item may not be backordered. If an attempt is made to backorder this item, a warning displays, but it can be override.

Select *no B/O control* if the item cannot be backordered, and quantity committed is not tracked. If *no B/O control* is selected here, no committed quantities will be tracked for the item in O/E, P/S and I/C.

Enter *OK to B/O* to indicate that it is acceptable to back order the item (in O/E and P/S), or *not OK to B/O* to indicate that it is not acceptable to back order the item. Regardless of your entry, you will still be able to back order or not backorder the item in O/E and P/S. Your entry here should be such that normal conditions are accommodated.

If *no B/O control* is selected, no attempt is made to determine whether there is sufficient stock of the item to meet an order. Thus, the entire quantity ordered is assumed to be the quantity to ship.

no B/O control is a valid entry for an item with the field [Track method](#) settings of *normal* and *warranty*. It is also the only allowable entry for miscellaneous items (those items where the item number begins with *). *no B/O control* is the only valid entry for an item if you specified in I/C Control information that there is to be no backorder control.

Options

Select one of the following options:

OK to B/O	For backordered, and quantity committed to be tracked.
no B/O control	If the item may can be backordered, and quantity committed is tracked, but the system will warn you if it is not typical to backorder this item.
not OK to B/O	If the item may not be backordered, and quantity committed is not tracked.

Format Drop down list, one selection from the table above

Example Select OK to B/O, then press <Enter>

Job cost category

If you are using Job cost, you can define the default cost category.

User defined fields

If you have defined user defined fields in I/C Control Information, they will display next. If you have not, then you will move on to the next tab.

Items
Item number: 99 XYZ Company
Drill, 3/8" power

48. Vendor number
 49. Vendor prod #
 50. Min order qty
 51. Lead time
 52. Service vendor
 53. Taxable ? ☐
 54. Commis code
 55. Inventory acct #
 56. Sales acct # 58. Cr-memo acct #
 57. Expense acct #

blank = look up by name, <F2> = skip entry of vendor

Note

If you have added user-defined fields in *Control information*, the field numbers in character mode will differ from the field numbers on the screen shot.

Tab 4 - Vendor/Accounting

The vendor/accounting tab is similar to this:

General | Costs and Pricing | Item details | Vendor/Accounting | Multi-warehouses |

Item number Description

Vendor information

Vendor number
 Vendor prod #
 Min order qty Unit
 Lead time Days
 Service vendor

Taxable

For tax rate-1 ☐
 For tax rate-2 ☐
 For tax rate-3 ☐
 For tax rate-4 ☐
 For tax rate-5 ☐

Accounts

Commission code
 Inventory account
 Sales account
 Expense account
 Cr-memo account

You can use the fields on this tab to enter information about the vendor for this item. The vendor information is shown on the [Purchasing Advice](#) report.

If you plan to add Purchase Order later, you should enter this vendor information now. If you will be using vendor items in P/O, this information appears as defaults when setting up the vendor item records.

The accounting numbers must be entered for every item.

Vendor information

Vendor number

Enter the vendor number of the current primary vendor.

If you are using Accounts Payable, the number is verified against the Vendor file. If Accounts Payable is not used, then any number can be entered.

Options

You may use one of the options:

<F2>	To skip entry of a vendor and proceed
<Enter>	To look up the vendor by name in the Vendor file if Accounts Payable is installed

If you are using A/P and press <F2> to skip entry of a vendor; the Vendor prod #, Min order qty, and Lead time fields are also skipped.

Format	Up to six characters or use the option.
Example	Type: 100

Vendor prod

Enter the vendor's specific product number. This is the number that the vendor uses to identify this product.

An item can be searched for by vendor number/vendor product number or vendor product number in the View (Items) and P/O Purchase order (Enter) selections, if you selected in Control information to use these keyword methods.

Format	Up to 15 digits
Example	Type: 38001

Min order qty

Enter the minimum order quantity the vendor will accept for this item.

Format	999999.999
Example	Type: 1.2

(Unit of measure)

This field cannot be entered if you left the min order qty field blank.

If you entered a Min order qty, then enter the unit in which the vendor sells this item (CASE, LITR, DOZ, EACH, etc.).

Lead time

Enter the usual time (in days) that the vendor requires to fill your order for this item. If you are not sure how long the lead time is, press <Enter>.

The *lead time* will appear on the [Purchasing Advice](#) Report.

Format Up to three digits

Example Press <Enter>.

Service vendor

Enter the vendor number of the service vendor for this item.

Format six characters

Example Press <Enter>.

Taxable

For tax rate

Leave the boxes unchecked or select the <Space bar> to check the boxes.

The taxable status of the item determines whether the price for this item is included in the taxable amount of the order or invoice in O/E, P/S or A/R.

A checked box means the item is taxable when the customer is taxable. An unchecked box means the item is not taxable, regardless of the customer's tax status.

If you are using A/R, with multiple tax levels per tax code, you will need to determine if this item is taxable at one or more tax levels.

Format Check box with checked being yes and unchecked is no.
The default is unchecked.

Example Press <Enter> to accept the default.

Commission code

Enter the commission code that will be used to calculate the sales rep's commission on a sale of this item, or press <Enter> to skip this field. This code takes precedence over all other commission information in the *A/R Control information*.

Inventory account

Note

If you entered a category for this item, fields #52 through #55 default to the accounts entered for the category.

Enter the inventory account for this item.

Options

Use one of the following:

- <F1> 1200-000 Merchandise inventory
- <F2> To scan through the valid inventory accounts file

Receivings for this item will debit this account, and sales of this item will credit it. If you are using average cost valuation, see the summary in the chapter titled Inventory Under Average Cost regarding postings to inventory accounts. If you are using LIFO or FIFO cost valuation, see the distributions summary in the [LIFO/FIFO Cost Valuation](#) appendix. If you are using standard cost valuation, see the distributions summary in the [Standard Cost Valuation](#) appendix.

Note	Miscellaneous items (item number beginning with *) must be assigned inventory accounts of type C (Miscellaneous costs applied). Refer to the Inventory Accounts chapter.
-------------	--

Format This varies and is based on Account structure.

Example Press <F2> for the default account.

If you wish to change the inventory account for an item, refer to [Changing Inventory Accounts](#) section later in this chapter.

Sales account

Enter the main account number for this item's sales account, or press <F2> for the default account.

This main account is used by Order entry, Accounts Receivable and Point of Sale when posting sales distributions for this item.

When not using sub accounts or cost enters as determined by the *13. Assign cost centers (or sub-accounts) to items ?* field in I/C Control information, when you enter a sales account, but the sales sub account is different that what is entered in *14. Default cost center (or sub-account)* field, then you will not be able to enter the account.

See the description of [Default sales account](#) in the chapter titled *Control Information* that explains how the main account entered here is combined with a Cost Center during posting (if you are using Cost Centers) in order to obtain an actual G/L account to credit for the sale of the item.

Format This varies and is based on Account structure.

Example Press <F2> for the default account.

Expense account

Enter the main account number for this item's expense, or cost of goods sold account.

This main account is used by Inventory control, Order entry, Accounts Receivable and Point of Sale when posting the cost of sales for this item.

See [Default expense account](#) in the *Control Information* chapter. This explains how the main account entered here is combined with a Cost Center during posting (if you are using Cost Centers) in order to obtain an actual G/L account to debit for the cost of goods sold.

Format Varies and is based on Account structure.

Example Press <F2> for the default account.

Cr-memo account

Enter the main account number for returns of this item.

Options

Use the following:

<Enter> For the default credit memo account number in the I/C Control file.

This account is used by Inventory control, Order entry, Accounts Receivable and Point of Sale when posting credit memos (returned goods) for this item.

Refer to [Default credit memo account](#) in the *Control Information* chapter. This explains how the main account entered here is combined with a Cost Center during posting (if you are using Cost Centers) in order to obtain an actual G/L account to credit for the returned goods.

View Warehouses Tab

This tab provides a view of item quantities per warehouse. Quantities include on-hand, committed, back ordered, on order and work ordered.

You must be viewing an item in order to access the warehouse tab.

Graphical Mode

To access the tab click on it or select <SF7>.

The screenshot shows the 'Multi-warehouses' tab selected in the software interface. At the top, there are tabs for 'General', 'Costs and Pricing', 'Item details', 'Vendor/Accounting', and 'Multi-warehouses'. Below these tabs, there are input fields for 'Item number' and 'Description'. A label 'Select by ascending warehouse' is positioned above a table. The table has six columns: 'Warehse', 'On hand', 'Committed', 'Back order', 'On order', and 'Work order'. The table is currently empty, and there are vertical scroll bars on the right side of the table.

Character Mode

To access the multi-warehouse window select <SF7>.

Here is an example of a multi-warehouse window that has three warehouses:

Warehouse	Central	1	2
On Hand	3894.00000	252.00000	1.00000
Committed	47.00000	1.00000	8.00000
Back Order	.00000	.00000	.00000
On Order	205.00000	48.00000	.00000
Work Order	.00000	.00000	.00000
<No more warehouses to display>			
<SF/7> or <Esc> Key to turn display off			

Options

The options while in this window include:

- <SF7> To exit the window and return to the item
- <Esc> To escape the window and enter a new item

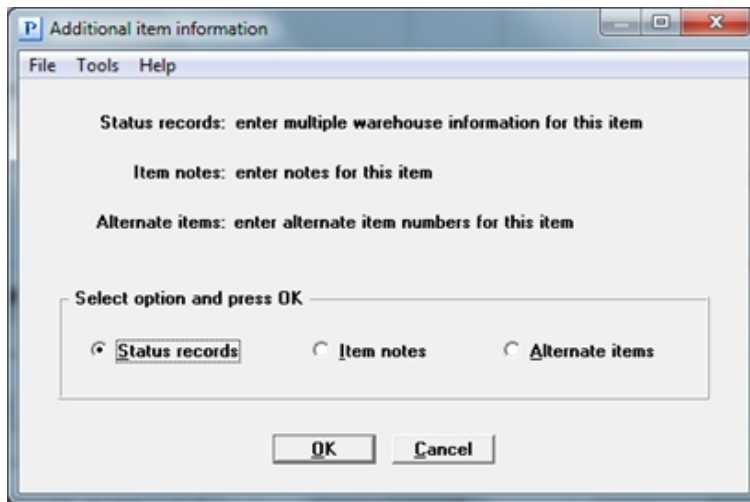
ENTERING NEW ITEMS

There are three optional functions that you may enter following the entering of the primary fields for an item. There are warehouse statuses, item notes and alternate items. All three of these can be entered immediately or later.

Keep in mind that you cannot track stocked item quantities until a warehouse status record has been entered.

Graphical Mode

When entering a new item the following window displays:



Choice one of the radio buttons using the left or right arrow keys or click on a choice with your mouse. You may access more information about each of the three choices through these links:

[Entering Status Records](#)

[Entering Item Notes](#)

[Entering Alternate Items](#)

OK or Cancel

Select OK to accept your radio button choice or select Cancel to return to the item entry screen. If you select Cancel you may select any of these choices from the Options menu at a later time. You cannot receive any inventory until you have entered a status record for that item.

Character Mode

If you are entering a new item, in the middle of the last screen the following window displays:



All three choices are documented in detail below:

Entering Status Records

Status information *must* be entered for each item that you define. If you are using multi-warehousing, status information must be set up for each warehouse in which the item is stocked.

You may use this selection to enter status information, or you may use the *Status* or *Status load* described in the [Status](#) and [Status Load](#) chapters.

Graphical Mode

After you have select Status from the selection window, <F7> from Items (Enter) or select *Item status entry* from the *Options* menu a window similar to this displays:

Item warehouse status Company 00 XYZ Company

File View Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending warehouse

Warehouse	Qty on hand	Qty commit	Qty on order	Qty on BO	Qty on WO

General Quantities Prior periods 1-12 Prior periods 13-24

Item number 1001 Description Drill, 1/2 inch Current period: November, 2010

Vendor

Status information

Warehouse

Location code

Stocking unit EACH

Categ/sub-cat TOOLS

Maximum qty

Reorder level

Last sold on

Last used on

Quantities

Average on hand

Sold PTD

Sold next prd

Sold YTD

Used PTD

Used next prd

Used YTD

Returned PTD

Returned next prd

Returned YTD

Sales

Period to date .00

Next period .00

Year to date .00

Costs

Period to date .00

Next period .00

Year to date .00

Select the New button to add a status record. Select Edit to change an existing record.

Character Mode

If you choose Status records from the selection window it looks similar to this:

```

Items (Status)                                XYZ Company
                                              Current period: January, 2000
                                              Drill, 3/8" Power

Item: 101

* 1. Warehouse 
2. Location code
   Stocking unit:
   Categ/sub-cat: TOOLS / ELEC
3. Maximum qty
4. Reorder level
5. Last sold on
6. Last used on

Avg qty on hand:
Qty on hand:
Qty committed:
Qty on back-order:
Qty on order:
Qty on work-order:

7. Qty sold PTD
8. Qty sold YTD
9. Qty used PTD
10. Qty used YTD
11. Qty ret PTD
12. Qty ret YTD

13. Sales PTD
14. Sales YTD
15. Costs PTD
16. Costs YTD

<F1> = next status record, <SF1> = previous status record
  
```

Enter the information as follows:

Warehouse

If you are not using multiple warehouses as defined in I/C Control information, then this field cannot be entered and will default to Central.

Enter the code for the warehouse for which you want to enter the item's status information. You must have previously defined the warehouse code using Warehouses.

Options

Enter a warehouse code or use one of the options:

<F1> For the next status record

<SF1> For the previous status record

Format Up to two digits or use the option.

Example Press <F1>.

Location code

Enter a bin or floor location code where items are stored.

When picking tickets are printed in Order Entry or when a Physical Count Worksheet is printed, items are listed in order by their location code to help physically locate them.

The location code is alphanumeric, so it may be letters, numerals, or a mixture of both. Alphanumeric characters are handled differently by the program than purely numeric numbers. For example, the alphanumeric characters "12^^" (where ^^ represents 2 spaces) is not the

same as the number 12. Also, the value “9^^^” (with 3 spaces) is greater than the value “12^^” (with 2 spaces).

If you intend to use only numbers for location codes, and you wish them to appear in ascending order on the picking tickets, you must enter leading zeros in the *Location code* field. Enter the number 9 as “0009” and 12 as “0012”. In this way, items will always appear in the desired order on the picking tickets.

Enter the location code.

Format Up to four alphanumeric characters

Example Type A1

Quantities for This Warehouse:

All quantities entered or displayed on this screen are for this warehouse only.

Maximum qty

Enter the maximum quantity that you have decided should be on hand for this item.

Note

A quantity called *Average quantity on hand* is calculated by the software and used in the Inventory Turnover Report. The software restricts this average quantity to be no more than the maximum quantity and no less than the reorder level (next field). See the [Inventory Turnover](#) chapter.

If you use the Inventory Turnover Report, you should enter a value in this field and in [Reorder level](#) field to ensure that useful information is shown on the report.

Format 99999999.99999

Example Type: 10000

Reorder level

Enter the quantity at which the item should be reordered, to be used for the Stock Status and Purchasing Advice reports.

Format 99999999.99999

Example Type: 25

Last sold on

Enter the most recent date on which this item was sold. It is automatically updated when an inventory sale transaction is posted.

Format MMDDYY

Example Press <Enter>

Last used on

If you are not using either kits or Job Cost, this field cannot be entered.

Enter the date of the last usage of this item in a work order or on a job (as opposed to a sale).

This field is updated when a job usage transaction (from Job Cost) or component usage transaction is posted using Inventory.

Format MMDDYY

Example Press <Enter>

Quantities

Average on hand

This is a display only field. This quantity is calculated when you run Close a period, and represents a running weighted average of the quantity on hand each period. See [Weighted Average](#). Refer to the information in field [Maximum qty](#) above regarding Average quantity on hand.

Qty on hand

Qty committed

Qty on back-order

Qty on order

Qty on work-order

No entry is allowed in these fields. Their meaning is the same as on the first Items screen, except that the quantities shown are *for this warehouse*.

Period to date, Next period and Year to date Fields

When a transaction (sale, credit memo, job usage, or assembly) is posted, the following PTD and YTD fields are updated if the transaction date is on or earlier than the period ending date. (The period ending date was entered in Control information.) If the transaction date is beyond the period ending date, then it is update in the Next period field.

For an existing status record, you would ordinarily not want to change the PTD and YTD fields because they are automatically updated by other selections. If you try to change these fields, a message informs you that a change is not allowed.

However, if *Allow protected changes* is checked (yes) in Company information, you may override this restriction. Refer to the *Overriding Protected Changes* in the *System User* documentation for information on how to do this.

For a new item, you can press <F2> at field # 7 to set all remaining fields to zero. Otherwise, you can enter information in each field as described below:

Sold PTD

Sold next prd

Sold YTD

Enter the quantity of the item sold to date in the current period and year.

The quantity in each field is increased when a sale is posted, and decreased when a credit memo is posted. Quantity sold PTD and Quantity sold YTD represent the actual quantity sold, less all returns.

Format 999999999.99999-

Used PTD

Used nxt prd

Qty used YTD

If you do not use either kits or Job Cost, the above fields cannot be entered.

Enter the quantity used to date in the current period and year for either a work order or on a job (as opposed to a sale).

The quantity in each field is updated when a job usage transaction (from Job Cost) or a component usage transaction is posted.

Returned PTD

Returned nxt prd

Returned YTD

Enter the quantity of the item returned to date in the current period and year.

The quantity in each field is increased when a credit memo for returned goods is posted.

Format 999999999.99999-

Sales

Period to date

Next period

Year to date

Enter the dollar amount sold period-to-date and year-to-date.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. *Sales PTD* and *Sales YTD* represent actual sales, less all returns.

Format 999,999,999.99-

Costs

Period to date

Next period

Year to date

Enter the dollar amount of costs period-to-date and year-to-date. The next period field cannot be entered. Amounts for this field will be automatically filled through posting.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. Costs period to date, next period and year to date represent the actual cost of goods sold, less all returns.

Format 999,999,999.99-

Prior Periods Tab

Make any needed changes. The prior periods tab displays:

Graphical Mode

General | Quantities | **Prior periods 1-12** | Prior periods 13-24
Current period: November, 2010

Warehouse:

Item number: Description:

Location code:

Stocking unit:

Categ/sub-cat:

Vendor:

	Quantity sold	Quantity used	Qty sold + used	Qty returned
October 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
September 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
August 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
July 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
June 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
May 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
April 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
March 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
February 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
January 2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
December 2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
November 2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are not using kits or Job Cost, the *Quantity-used* and *Qty-sold+used* columns cannot be entered.

Character Mode

Items (Status)

Warehouse: 01 Central

Item: 99

Location code: A1

Stocking unit: EACH

Categ/sub-cat: TOOLS / ELEC

XYZ Company

Current period: January, 2000

Drill, 3/8" power

Vendor #: 100

Prior	Qty-sold	Qty-used	Qty-sold+used	Qty-retuned
17. Dec99	<input type="text"/>			
18. Nov99				
19. Oct99				
20. Sep99				
21. Aug99				
22. Jul99				
23. Jun99				
24. May99				
25. Apr99				
26. Mar99				
27. Feb99				
28. Jan99				

<F2> = set all prior periods to zero



The screen appears as shown above if you are using kits and/or Job Cost. If you are not using kits or Job Cost, the *Qty-used* and *Qty-sold+used* columns do not display.

Prior periods qty sold, used, sold + used, returned

Enter a quantity in each field, except *Qty-sold+used* (which is calculated automatically) or press <F2> to set the quantities in all prior periods to zero.

Format 999999999.99999-

There may be up to 24 periods. If there are more than 12 periods, then you must enter the second Prior Periods tab which has the same type fields as the first Prior Periods tab, just earlier periods.

The first status screen reappears to enter another item in this warehouse.

When there are no more items associated with this warehouse, press <Esc> at the *Warehouse* field.

Each time you run the Close a period selection, the oldest period is removed and the period just closed becomes the newest period displayed on this screen.

ENTERING ITEM NOTES

If you select to enter item notes, you can enter unlimited notes for this item.

Graphical Mode

Notes are entered on a screen like this:

The item number and description 1 for which you are adding a note, displays as the tab name.

Select New to add a note or select Save/New to add another note if you just finished entering one. Select Edit to edit an existing note.

The cursor is positioned for you to enter the first line of the text. When typing text words the end of the line will word wrap.

Format **ten lines of 77 characters each**

When adding a new note the date and time defaults to now. You may change the date and time before saving or when editing the note later.

Select Save to save the note or Cancel to not save.

Existing notes sort in the list box in descending date order.

When finished select Exit to return to the item screen.

Character Mode

A notes area of the screen displays similar to below:



Each note is given a date/time stamp so that you can scan through the notes in time sequence later. Item notes may be viewed in I/C Items.

To scan through existing notes for an item, use the keys as shown at the bottom of the screen: <PgUp>, <PgDn>, <Home>, <End>, and <F1>.

A menu at the bottom of the *Notes* area shows three selections: Date and Time, File options, and Text Entry.

Date and time

Use this selection to change the date and/or time of a note.

File options

When you select File options, you have these choices:

File	Save what was just entered or changed, and clear the screen for entry of the next note. (Like pressing <Enter> at <i>Field number to change ?</i> in other selections.)
Save & Continue	Save what has been entered or changed, but leave the information on the screen for further work.
Abandon changes	Do not save what has been entered or changed and clear the screen for entry of a new note. Similar to pressing <Esc> at <i>Field number to change ?</i> in other selections.)
Delete	Delete this entire note from the file and clear the screen for entry of the next note. (Like Delete in other selections.) The software will ask you to confirm the deletion with an <i>OK to delete ?</i> message.

Text entry

Use this selection to enter the note text. When you select Text entry, the cursor is positioned for you to enter the first line of the text.

Format ten lines of 77 characters each



This selection uses text editing functions. You enter text in much the same way as most word processing programs, using the <Enter>, character keys, <Delete>, etc. When you are finished entering text, press <Esc> and follow the screen instructions.

If you wish to use the more powerful text editing commands that are included in the character notes editor, see the *Text Editing* appendix in the *System User* documentation.

When you are through using notes, press <Esc>.

ENTERING ALTERNATE ITEMS

Up to eight substitute items that may be sold to a customer in place of the item ordered. These alternate items may be selected in O/E, or A/R as replacement items for the primary stock item.

Some of the reasons an alternate item may be useful during entry of a transaction are:

- the item ordered is out of stock and there are similar items available
- the item being ordered is not quite what the customer wants or needs and there is another item that will fit the need
- another item is more profitable but will work just as well or better for the customer
- other products are available that work with the item being purchased

Select

<F5> or click on *Alternate items* on the *Options* menu.

Graphical Mode

The following window appears:

Alternate items

File Tools Help

New Edit Save Save / New Delete Cancel Exit

Enter Alternate items for this Item number

Item # 1 Drill, 1/2 inch

Item #			
Item # 1			
Item # 2			
Item # 3			
Item # 4			
Item # 5			
Item # 6			
Item # 7			
Item # 8			

<F1> = next item, <SF1> = previous item, blank = look up by description

If an alternate item has never been entered the cursor is at the Item # 1 field. If there is an existing alternate item the cursor is positioned at the Edit button.

Enter

Character Mode

The following window displays:

Item

Format 15 characters

Options

Enter item numbers for up to eight alternate items, or use one of the options:

- <F1> To scan through the items on file in item number order when on the Item # field and in description order if on the Description 1 field.
- <Enter> To look up by description

(Description)

The item number must exist in the Item file or *Item not in item file* message will display.

Select the Save button when you have completed entering alternate items.

PRINTING ITEM LISTS

There are 4 items list reports.

Items by Item Number or Description

Select

Items by item # or descr from the *Reports* menu.

Or from Items (Enter) select *by item # or desc* from the *Print > Items* menu selection.

Graphical Mode

The following screen displays:

Report criteria

Print by item Number

Starting item # "First"

Ending item # "Last"

Group by inventory acct # ☐

Inventory account #

Status code "All"

Vendor "All"

Product category "All"

Product sub-category "All"

Print notes ☐

Print costs ☒

Print items which have no quantity on hand ☒

One item per page ☐

OK Cancel

Character Mode

The following screen displays:

Reports (Items by item # or desc) XYZ Company

1. By item # or desc ☐
2. Starting item #
3. Ending item #
4. Group by inv acct ?
5. Inventory acct #
6. Status code
7. Vendor #
8. Product category
9. Product sub-category
10. Print notes ?
11. Print costs ?
12. Print items which have no quantity on hand ?
13. One item per page ?

I = item number, D = description

The screen for both item lists are almost identical.

Enter the information as follows:

Print by item

Enter the selection to be shown on the report, by *Number* or by *Description*.

Options

Use one of the options:

Number Print in item number order

Description Print in item description order

Starting item

Ending item

For the Items by Item Number List, specify the range of item numbers to include.

You may press <F2> for "*First*" at Starting item # and "*Last*" at Ending item #.

Format Up to 15 characters or use the option

Example Press <F2> at both fields

Starting item description

Ending item description

Options

Enter the item description that is alphabetically lowest (first) in the range of items to be shown on the list, or press <F2> for "*First*" at Starting item description and "*Last*" at Ending item description.

Format Up to 25 characters or use the option

Example Press <F2> at both fields

To be included, the description must be the full description of the item, because trailing spaces are alphabetically lower than any other characters.

For example, if you intend your list to end with the item HUBCAPS, 57 MODEL, and you enter HUBCAPS, 57 MOD, the item will not be on the list because HUBCAPS, 57 MOD^^^^ is alphabetically lower than HUBCAPS, 57 MODEL. (The ^^^^^ represents spaces).

To include *miscellaneous tools* as the last item on the report, for instance, it is not sufficient to merely type *misc*, *miscellaneous*, or even *miscellaneous tool*. You must type the item's entire description, or something like *misczzzzzz*. Refer to the [Technical Notes](#) appendix for an explanation of the sorting sequence of alphanumeric characters.

Group by inventory acct

Check the box to print the items in order by inventory account number.

Leave the box unchecked to print them in item number order. If you leave the box unchecked, the next field cannot be entered.

Format Check box, where checked is yes and unchecked is no. The default is unchecked

Example Press <Enter> to accept the default

Inventory account

Options

Enter the inventory account for which to print the list, or use one of the options:

<F1> For 1200-000 Merchandise Accounts

<F2> For other inventory accounts

<F5> For All inventory accounts.

Format Up to eight digits or use the option

Example Press <F5> to select all inventory accounts

Status code

Enter a valid Status Code or press <F5> for all status codes.

Format One character or use the option

Example Press <F5> for all status codes

Vendor

Options

Enter a vendor number or press <F5> for all vendor numbers.

Format Up to six digits or use the option
Example Press <F5> for all vendor numbers

Product category

This is the *Category* you assigned while entering items earlier.

Options

Enter a product category to include only items of this category, or press <F5> for all categories.

Format Up to five digits or use the option
Example Press <F5> for all categories

Product sub-category

This is the *Sub-category* you assigned while entering items earlier.

Options

Enter a product sub-category to include only items of this sub-category, or press <F5> for all sub-categories.

Format Up to six digits or use the option
Example Press <F5> for all sub-categories

Print notes

Answer Y to print notes (if any) for each item on the list.

Format Check box, where checked is yes and unchecked is no. The default is unchecked
Example Press <Enter> to accept the default

Print costs

Check this box to print costs for each item on the list.

Format Check box, where checked is yes and unchecked is no. The default is unchecked
Example Press <Enter> to accept the default

Print items which have no quantity on hand

Check this box to print items which have no quantity on hand.

Format Check box, where checked is yes and unchecked is no. The default is checked
Example Select the <Space bar> to uncheck the box then press <Enter>

One item per page

Check this box to print one item per page.

Format Check box, where checked is yes and unchecked is no. The default is unchecked

Example Press <Enter> to accept the default

OK or Cancel

Select OK to select a printer and then print the report. Select Cancel to exit the screen without printing.

Printing Item Labels

Use this selection to print a set of labels for some or all of your items.

Refer to the [Item Labels](#) chapter, for a description of creating item label formats and printing item labels.

Purging Inactive Items

Use this selection to remove a group of inactive items and associated status information from the Item and Status files.

An inactive item is one with no quantity on hand, quantity committed, quantity on order, quantity on back order, or quantity on work orders, and whose PTD and YTD sales figures are zero. In addition, the item cannot be a kit-item or a component item of a kit.

Refer to the [Purging Inactive Items](#) chapter, for an explanation of this selection.

Printing Item Change Logs

If use of the optional change log was specified in Company information, you can print the Item Change Log.

Select

Item change log from the *Reports* menu.

You are then asked whether the Change Log should be purged.

If you answer Y, there will be no option to display the log, and the log is cleared after it is printed. If you answer N, the log may be displayed, and the information is retained.

Press <Enter> and select a printer or press <Esc> to go back to the menu without printing or purging.

CHANGING INVENTORY ACCOUNTS

Normally, when an inventory account is assigned to an item, it is not changed. If the inventory account for an item is changed, I/C will not be in agreement with General Ledger. That is, the inventory value on the Valuation Report for the inventory account will not add up to that inventory account's balance in G/L.

To keep I/C and G/L in balance, the following must be done if an item's inventory account is to be changed:

1. Run a Valuation Report and get the balance for the item's *old* (current) inventory account. See [Valuation Reports](#).
2. Make a G/L journal entry that credits the item's *old* inventory account and debits the item's *new* inventory account. (This assumes the item's old account has a debit balance on the Valuation Report. If it has a credit balance, then the old inventory account would be debited and the new one would be credited.)
3. Change the item's inventory account (in the Item file) to the new inventory account.

DATA IMPORT

Select

Data import items from the *Utility* menu.

This selection may be used to import items directly into the item file.

Data Import is licensed separately and may not be available on your system. For information on setting up and using data import see the *Data Import* documentation.

Status

This chapter contains the following topics:

[Introduction to Status](#).....

[Entering Status](#).....

[Printing Status Lists](#).....

INTRODUCTION TO STATUS

This chapter describes the Inventory Status file, how to set it up, and how to print lists of the status information for items.

This selection allows direct access to and entry of status information for items that are already on file. The Status screen is essentially the same as in the Items selection.

This selection is provided separately to allow you to easily enter status information when item information already exists. For example, when you start stocking an existing item at a new warehouse, you only need enter status information for the new warehouse.

Status information can be deleted in the Status selection (this chapter) if the status record contains no current quantities (on-hand, committed, on-order, backorder, on work order).

In addition, status information can be deleted in the Items selection when an item record is deleted, if all status records for the item contain no current quantities.

An item record cannot be deleted in Items if one of its status records contains current quantities.

ENTERING STATUS

Select

Status from the I/C menu.

Graphical Mode

A screen similar to the following displays:

Warehouse		Item number	Qty commit	Qty on order	Qty on BO	Qty on W/O
Central	Central	*MISC				
Central	Central	*MISC-PARTS				
Central	Central	*TEMP				
Central	Central	1	22.562.00000	207.00000		
Central	Central	2	-9.00000			
Central	Central	3	32.00000			

General	Quantities	Prior periods 1-12	Prior periods 13-24
Warehouse: Central Item number: *MISC Stocking unit: EACH Categ/sub-cat: MECH Vendor: Current period: November, 2010	Status information Avg qty on hand: Qty on hand: 4 Location code: Maximum qty: Reorder level: Last sold on: Last used on:	Quantities Sold PTD: Sold next prd: Sold YTD: Used PTD: Used next prd: Used YTD: Returned PTD: Returned next prd: Returned YTD:	Sales Period to date: .00 Next period: .00 Year to date: .00 Costs Period to date: .00 Next period: .00 Year to date: .00

<F1> = next status record, <SF1> = previous status record, <F3> = delete

If there are existing status records, up to 6 will display in the list box at the top of the screen.

- New For adding a new status
- Edit For editing an existing status
- Save For saving a new status or changes to an existing status
- Save/New This button combines the Save and New buttons by first saving the status and then starting a new status
- Cancel To cancel the editing or adding of a status
- Exit To exit the screen. Exit works like cancel when you are adding or editing a status

Warehouse

When you select the add button to enter a new status, you must enter the Warehouse field.

Enter the warehouse code. If you are not using multiple warehouses, then you cannot enter this field.

When editing an existing status, this field cannot be changed.

Format Two characters

Example Select the <Enter> key for the Central warehouse

Character Mode

For multiple warehousing, you are asked to specify the warehouse for which you want to enter the item's status information.

Options

Enter the warehouse code, or use the option:

<Enter> For *Central* (if you defined a Central warehouse in Warehouses).

The following screen displays:

```

Status                               XYZ Company
Warehouse: Central Central          Current period: January, 2000

* 1. Item      [ ]
2. Location code
   Stocking unit:
   Categ/sub-cat:
3. Maximum qty
4. Reorder level
5. Last sold on
6. Last used on

Avg qty on hand:
Qty on hand:
Qty committed:
Qty on back-order:
Qty on order:
Qty on work-order:

7. Qty sold PTD
8. Qty sold YTD
9. Qty used PTD
10. Qty used YTD
11. Qty ret PTD
12. Qty ret YTD

13. Sales PTD
14. Sales YTD
15. Costs PTD
16. Costs YTD

<F1> = next status record, <SF1> = previous status record
    
```

Note If you are using single-warehousing, you will not see the *Warehouse* field.

From this screen, you can work with both new and existing status information for an item. If status information for the warehouse you specified above and for the item number you enter here already exists, that information appears and is available for changes or deletion.

Item number

Options

Enter the item number, or use the options:

<F1> For the next status on file

<SF1> For the previous status on file.

Format Four characters

Example Type 101

When the item is specified, the item description, category and sub-category, vendor number, stocking unit, and quantities are displayed.

Deleting Status Records

Use the Delete button, Alt+d or <F3> to delete a status record.

A status record cannot be deleted if it has a non-zero quantity on hand, committed, on order, on back order, or on work order. In addition, you are asked *OK to delete ?* if you select to delete a status record with a non-zero PTD, YTD, or prior period amount.

There are also other checks made. If you cannot delete a status record, a message will display the reason for the error.

Avg qty on hand

This is a display only field. This quantity is calculated when you run Close a period, and represents a running weighted average of the quantity on hand each period. See [Weighted Average](#). Refer to the information in [Maximum qty](#) field regarding *Avg qty on hand*.

Qty on hand

Qty committed

Qty on back-order

Qty on order

Qty on work-order

No entry is allowed in these fields. Their meaning is the same as on the first Items screen, except that the quantities shown are *for this warehouse*.

Location code

Enter a bin or floor location code where items are stored.

When picking tickets are printed in Order Entry or when a Physical Count Worksheet is printed, items are listed in order by their location code to help physically locate them.

The location code is alphanumeric, so it may be letters, numerals, or a mixture of both. Alphanumeric characters are handled differently by the program than purely numeric numbers. For example, the alphanumeric characters “12^^” (where ^^ represents 2 spaces) is not the same as the number 12. Also, the value “9^^^” (with 3 spaces) is greater than the value “12^^” (with 2 spaces).

If you intend to use only numbers for location codes, and you wish them to appear in ascending order on the picking tickets, you must enter leading zeros in the *Location code* field. Enter the number 9 as “0009” and 12 as “0012”. In this way, items will always appear in the desired order on the picking tickets.

Enter the location code.

Format Up to four alphanumeric characters

Example Type A1

Quantities for This Warehouse:

All quantities entered or displayed on this screen are for this warehouse only.

Maximum qty

Enter the maximum quantity that you have decided should be on hand for this item.

Note

A quantity called *Average quantity on hand* is calculated by the software and used in the *Purchasing advice* report. The software restricts this average quantity to be no more than the maximum quantity and no less than the reorder level (next field).

If you use the Purchasing advice report, you should enter a value in this field and in [Reorder level](#) to ensure that useful information is shown on the report. See [Purchasing Advice](#) chapter.

Format 99999999.99999

Example Type: 10000

Reorder level

Enter the quantity at which the item should be reordered, to be used for the Stock Status and Purchasing Advice Reports.

Format 99999999.99999

Example Type 25

Last sold on

Enter the most recent date on which this item was sold. It is automatically updated when an inventory sale transaction is posted.

Format MMDDYY

Example Press <Enter>

Last used on

If you are not using either kits or Job Cost, this field displays (Not applicable).

Enter the date of the last usage of this item in a work order or on a job (as opposed to a sale).

This field is updated when a job usage transaction (from Job Cost) or component usage transaction is posted using Inventory.

Format MMDDYY

Example Press <Enter>

Period to date, Year to date and Next period Fields

When a transaction (sale, credit memo, job usage, or assembly) is posted, the following Period to date and Year to date fields are updated if the transaction date is on or earlier than the period ending date. (The period ending date was entered in Control information.) If the transaction date is beyond the period ending date, then it is update in the Next period field.

For an existing status record, you would ordinarily not want to change these fields because they are automatically updated by other selections. If you try to change these fields, a message informs you that a change is not allowed.

However, if *Allow protected changes ?* is set to Y in Company information, you may override this restriction. Refer to the *Overriding Protected Changes* in the *System User* documentation for information on how to do this.

Character Mode

For a new item, you can press <F2> at field # 7 to set all remaining fields to zero. Otherwise, you can enter information in each field as described below:

Quantities

Sold PTD

Sold YTD

Enter the quantity of the item sold to date in the current period and year.

The quantity in each field is increased when a sale is posted, and decreased when a credit memo is posted. *Sold PTD* and *Sold YTD* represent the actual quantity sold, less all returns.

Format 999999999.99999-

Used PTD

Used YTD

If you do not use either kits or Job Cost, field #'s 9 and 10 display (Not applicable).

Enter the quantity used to date in the current period and year for either a work order or on a job (as opposed to a sale).

The quantity in each field is updated when a job usage transaction (from Job Cost) or a component usage transaction is posted.

Returned PTD

Returned YTD

Enter the quantity of the item returned to date in the current period and year.

The quantity in each field is increased when a credit memo for returned goods is posted.

Format 999999999.99999-

Sales

Period to date

Year to date

Enter the dollar amount sold period-to-date and year-to-date.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. Sales *Period to date* and *Year to date* represent actual sales, less all returns.

Format 999,999,999.99-

Costs

Period to date

Year to date

Enter the dollar amount of costs period-to-date and year-to-date.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. Costs *Period to date* and *Year to date* represent the actual cost of goods sold, less all returns.

Format 999,999,999.99-

Make any needed changes.

Status

Warehouse: Central Central
Item: 101
Location code: A1
Stacking unit: EACH

XYZ Company
Current period: January, 2000
Drill, 3/8" Power
Categ/sub-cat: TOOLS / ELEC
Vendor #: 100

Prior	Qty-sold	Qty-used	Qty-sold+used	Qty-returned
17. Dec99				
18. Nov99				
19. Oct99				
20. Sep99				
21. Aug99				
22. Jul99				
23. Jun99				
24. May99				
25. Apr99				
26. Mar99				
27. Feb99				
28. Jan99				

<F2> = set all prior periods to zero

The screen appears as shown above if you are using kits and/or Job Cost. If you are not using kits or Job Cost, the *Qty-used* and *Qty-sold+used* columns do not display.

Prior periods

Quantity sold

Quantity used

Qty sold + used

Qty returned

Enter a quantity in each field, except *Qty-sold+used* (which is calculated automatically) or press <F2> to set the quantities in all prior periods to zero.

Format 999999999.99999-

The first status screen reappears to enter another item in this warehouse.

When there are no more items associated with this warehouse, press <Esc> at the *Warehouse* field.

Each time you run the Close a period selection, the oldest period is removed and the period just closed becomes the newest period displayed on this screen.

PRINTING STATUS LISTS

You can print a status list by item number or by item description.

Select

Status by item # or *Status by item description* from the *Reports* menu.

Graphical Mode

The Status by item # screen looks like this:

Report criteria

Warehouse Central Central

Print by item

Starting item #

Ending item #

Print in order by

Group by inventory acct # ☐

Inventory account #

Vendor #

Product category

Product sub-category

Print prior periods ☐

Print items which have no quantity on hand ☒

OK Cancel

Character Mode

A screen then displays similar to this:

Reports (Status by item #) XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Print in order by warehouse or item ?
5. Group by inv acct ?
6. Inventory account #
7. Vendor #
8. Product category
9. Product sub-category
10. Print prior periods ?
11. Print items which have no quantity on hand ? ☒

<F5> = "All"

If you are not using multiple warehouses, then the *Warehouse* field and *Print in order by warehouse or Item ?* field will not display. The field numbers will change and so that there are 9 fields instead of 11.

With the exception of the second and third fields, the screen for both status lists are almost identical.

Warehouse

Format two characters

Options

For multi-warehousing, enter the warehouse code or use one of the options:

<Enter> For the Central warehouse
<F5> For "All" warehouses

Note

If you are not using multi-warehousing, you will not see this field or the *Print in order by warehouse or item ?* field, and all field numbers will be one less than the numbers shown.

Print by item

Select to print by either item number or description.

Format Drop down list box with the choices of Number or Description.

Starting item

Enter the starting item # to be shown on the report or press <F2> for the first item # on file.

Ending item

For the Status by Item Number List, enter the ending item # to include.

Options

You may use one of the options:

<F2> For the highest item # on file
<Enter> To select only the item # entered in the starting item # field.

For the Status by Item Description List, enter as follows:

Starting item description

Enter the starting item description that is alpha-numerically lowest in the range of items to be shown on the report or press <F2> for the first description on file.

Ending item description

Enter the ending item description that is alpha-numerically highest in the range of items to be shown.

Options

You may use one of the options:

- | | |
|---------|---|
| <F2> | For the "Last" description on file |
| <Enter> | To show only the starting item description (if you did not select "First" for starting description above) |

Print in order by

If you selected a specific warehouse for the first field or you are not using multiple warehouses, this field is skipped.

If you selected "All" warehouses, enter Warehouse to print the status records grouped by warehouse, or enter Item to print the status records grouped by item.

Format One character

The following field is requested only for the Status by Item Number List:

Group by inventory acct

If you selected to print by warehouse, this field is skipped.

Check this box to print the items in order by inventory account number.

Leave the box unchecked to print the items in item number order. If you do not check this box, entry of the next field is not allowed.

Inventory account

Enter the inventory account for the items to be printed.

Options

You may use one of the options:

- | | |
|-------|---|
| <F1> | For the next inventory account |
| <SF1> | For the previous inventory accounts |
| < F2> | For the default inventory account in the I/C Control file |
| <F5> | For "All" inventory accounts. Items will print in item number order within inventory account. |

Vendor

Enter a vendor number for the items to be printed or press <F5> for "All" vendors.

Format Six characters

Product category

This is the *Category* you assigned to each item in Items.

Enter a product category to include only items of this category or press <F5> for "All" product categories.

Format Five characters

Product sub-category

This is the *Sub-category* you assigned to each item in Items. Enter a product sub-category to include only items of this sub-category or press <F5> for "All" product categories.

Format Five characters

Print prior periods

Check this box to print all quantities sold, returned, or used in prior periods. (The report prints faster and requires less paper if your answer leave the box unchecked.)

Print items which have no quantity on hand

Check this box to include items which have no quantity on hand.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

Status Load

This chapter contains the following topics:

Introduction to Status Load
Selecting Status Load
Entering Status Load Requests
Printing Load Requests
Loading Status Records

INTRODUCTION TO STATUS LOAD

This chapter describes the Status load selection.

Because an inventory can contain several thousand items, this selection is provided as an alternative method of loading a large number of status records very quickly.

Status load is of primary benefit to a company with multiple warehouses. If a company were to add an additional warehouse, Status load would rapidly do a partial set-up for that warehouse.

This selection can also be used by companies that do not use multiple warehouses, although the benefit is more limited.

For single-warehouse companies, a check is made of each item record to ensure that a status record is present for it. If the status record does not exist, a record will be created. All quantities and amounts in the status record will be set to zero.

For multi-warehouse companies, a check is made of each item within a range of items or item descriptions that you specify. When an item in this range is found, a check is made to see if a status record exists for the warehouse you specified. If the status record is not found, a record will be created with all quantities and amounts set to zero.

For either single or multi-warehouse companies, an additional option exists that allows you to add location codes for each new status record.

When you select this option, you must remain at your computer terminal while this selection is running. When a new status record is being created, you are asked for the location code, which should be included in the status record.

If you choose not to assign location codes at the time when new status records are being created, you can let the Status load selection run unattended. After the load has been completed, use the Status selection to make any changes.

The normal sequence of events using Status Load functions is this:

1. Enter Status Load Requests
2. Print Edit List
3. Run Status Load

SELECTING STATUS LOAD

Select

Status load requests from the *Utility* menu.

The following screen displays:

Utility (Status load requests) XYZ Company

1. Warehouse
Load sequence #
2. Starting item #
3. Ending item #
4. Starting description
5. Ending description
6. Inventory account #
7. Vendor #
8. Product category
9. Product sub-category
10. Assign location
while loading ?

<F1> = next load request, <SF1> = previous load request

ENTERING STATUS LOAD REQUESTS

From the [Selecting Status Load](#) screen you can work with both new and existing status load requests.

Status load requests are identified by a load sequence number assigned when you originally enter the request. If a status load request with the warehouse or load sequence number you enter exists, the information on it appears and is available for changes or deletion.

Enter the following information:

For an existing Status load request

*1. Warehouse

Options

Enter the warehouse and load sequence number or use one of the options.

- <Enter> For the *Central* warehouse
- <F1> For the next load request
- <SF!> For the previous load request

Format Enter up to two characters

Example Press <Enter> for *Central* warehouse.

For a new Status load request

Enter a warehouse code, or use the option.

The warehouse code must have been defined previously using Warehouses.

Load sequence

Enter the sequence in which this load request will be used to load items (in relation to other load requests you may have entered for this warehouse).

On subsequent load requests, you may either enter another number or press <Enter> to use the default number shown (1 greater than the preceding load sequence number).

You can specify the range of the items to be loaded as being either from a starting to an ending item number, or from a starting to an ending item description.

Format Up to two digits

Example Type: 1

Specifying a range of item numbers

Enter the starting and ending item numbers, then press F1 in the Starting description and Ending description fields to leave the description range wide open.

Specifying a range of item descriptions

Press <F1> in the Starting item # and Ending item # fields to set them to *First* and *Last*. This leaves the item number range wide open. You can then narrow down the range by specifying a starting and ending item description.

2. Starting item # and

3. Ending item

Specify the range of item numbers for which you wish to load status records.

Format	Up to 15 digits or use the option
Example	Press <F2> for the <i>First</i> and <i>Last</i> item numbers

4. Starting description and

5. Ending description

Specify the range of item descriptions for which you wish to load status records.

Format	Up to 25 digits or use the option
Example	Press <F2> for the <i>First</i> and <i>Last</i> item numbers

6. Inventory account

Options

Enter the inventory account for which you wish to load status records, or use one of the options:

<F1>	For the next inventory account
<SF1>	For the previous inventory account
<F2>	For the default <i>Control information</i> inventory account
<F5>	For <i>All</i> inventory accounts

Format	Defined in <i>Company information</i>
Example	Press <F5> for <i>All</i>

7. Vendor#

Enter the vendor number to load item status records for only one vendor, or press <F5> to include *All* vendors.

Format	six characters
Examples	Press <F5>.

8. Product category

Enter the product category to load item status records for only one product category, or press <F5> to include *All* product categories.

Format five characters

Examples Press <F5>.

9. Product sub-category

Enter the product sub-category to load item status records for only one product sub-category, or press <F5> to include *All* product sub-categories.

10. Assign location while loading?

Answer Y or N. If you answer N, Status load will run unattended and the location codes will be left blank. If you answer Y, you are asked for a location code before each new status record is added.

Format One letter (either Y or N). The default is N.

Example Press <Enter> to accept the default

PRINTING LOAD REQUESTS

Use this selection to print a current list of status load requests.

Select

Status load list from the *Utility* menu.

The *Status File Load List* prints to the printer you select. No entry parameters are requested. All load requests on file are printed on the report.

LOADING STATUS RECORDS

Select

Status load from the *Utility* menu.

A message displays, asking whether it is OK to load the status information specified above into the Status file.

Answer Y, or press <Enter> to default to N. If you answer Y, the *Status* file is loaded.

While loading, a screen displays, showing the load activity.

Options

Use these options:

- | | |
|-------|-----------------------------|
| <F1> | To stop loading at any time |
| <F2> | To resume loading |
| <Esc> | To exit from loading |

Prices

This chapter contains the following topics:

<u>Introduction to Pricing</u>
<u>Multiple Sale Prices</u>
<u>Changing Item Prices</u>
<u>Entering Sale Prices</u>
<u>Entering Contract Prices</u>
<u>Changing Prices for Groups of Items</u>
<u>Price Points</u>
<u>Purging Sale Prices</u>
<u>Purging Contract Prices</u>

INTRODUCTION TO PRICING

This chapter also explains how to use the Purge sale prices and Purge contract prices selections on the Utility menu. Refer to the [Price Lists](#) chapter.

Use this selection to do the following:

- Change existing prices for an item or group of items
- Enter prices for an item in a specific warehouse (if you selected to use multi-warehouse pricing in Control information)
- Enter sale or contract prices for an item or group of items
- Print a list of sale or contract prices for a group of items
- Print a price list for a group of items
- Print a price list for a particular customer

Refer to the [Price Lists](#) chapter for a description of Price Lists.

Inventory Control provides for the following types of prices:

- Item default prices
- Warehouse-specific prices
- Sale prices
- Contract prices

Item Default Prices

Item default prices are the prices that exist for an item in the Item file (Price-1/2/3/4/5 for the stocking unit and for each alternate unit). If you do not enter a price code or set up any other prices for an item, Price-1 for the corresponding selling unit will be used as the default selling price. Price-1 is always used as the default price if the item is sold using the Inventory selection.

If an item has a price code for the selected selling unit, the item's selling price is calculated by applying the price code to the item default prices. Price codes are used only in Order Entry and A/R.

Item default prices can be changed using either the Item prices or Items selection.

Warehouse-specific Prices

Warehouse-specific prices are the prices charged for an item at a particular warehouse. These prices are used in place of item default prices when the item is sold from that warehouse in A/R or Order Entry. If the item has a price code, it is applied to the warehouse-specific prices when calculating the selling price.

Warehouse-specific prices can be entered using Item prices, only if you selected multi-warehouse pricing in *Control information*.

Sale Prices

Sale prices are the prices charged for specific inventory items or groups of items, for a specific period of time. If a sale price is in effect when an invoice is entered in A/R or an order is entered in Order Entry, the price used is the lower of the sale price and the price calculated based on item default or warehouse-specific prices.

Sale prices are entered using Sale prices. Six distinct types of sale prices can be defined for the stocking unit and for each alternate unit of an item, as shown below. However, A/R and Order Entry use only the types that are indicated for *Use sale prices by* in *Control information*.

MULTIPLE SALE PRICES

If multiple sale prices exist for an item, the type that appears highest on the following list is used by A/R and Order Entry.

1. Sale price for an item at a specific warehouse
2. Sale price for an item at all warehouses
3. Sale price for a category/sub-category at a specific warehouse
4. Sale price for a category at a specific warehouse
5. Sale price for a category/sub-category at all warehouses
6. Sale price for a category at all warehouses

Warehouse-specific sale prices may be set up only if you selected multi-warehouse pricing in Control information.

Contract Prices

Contract prices are the prices charged for specific items, or groups of items, to specific customers. They may be set up for a specific period of time, or to remain in effect until removed from the file.

If a contract price exists for an item/customer when an invoice is entered in A/R or an order is entered in Order Entry, the contract price is used instead of any automatically calculated price. A contract price can instead be defined to only be active when it is the lowest price.

Contract prices are entered using Contract prices. Three distinct types of contract prices can be defined for the stocking unit and for each alternate unit of an item, as shown below. However, A/R and Order Entry use only the types that are indicated for *Use contract prices by* in Control information.

If multiple contract prices exist for an item, the type that appears highest on the following list is used by A/R and Order Entry:

1. Contract price for a customer for a specific item
2. Contract price for a customer for a category/sub-category
3. Contract price for a customer for a category

Warehouse-specific contract prices cannot be defined.

Deleting Prices

Any of the prices that you define through this selection may be deleted by pressing <F3> when the individual price information is displayed. Sale prices and contract prices may also be deleted by using either Purge sale prices or Purge contract prices.

In addition, if you delete an item using either Items or Purge inactive items, any associated prices for the deleted items are also removed. If the status record for an item is deleted (using

Status, Items, or Purge inactive items), warehouse-specific prices for the item in the related warehouse are deleted as well.

Select

Item prices from the *Prices* menu.

CHANGING ITEM PRICES

If you are using multi-warehouse pricing (as specified in *Control information*), you are asked if you wish to enter prices by warehouse. Follow the screen instructions to update item default prices or prices for a specific warehouse.

Select

Item prices from the *Prices* menu.

The following screen displays:

```

Prices (Item prices)                                XYZ Company
* 1. Item number [ ]
Stock unit:      Average cost:
Price unit:      Rplcmt cost:

blank = look up by description, <F1> = next item, <SF1> = previous item
    
```

Note

If you selected to enter prices by warehouse, the warehouse you specified is shown at the top of this screen.

Enter the information as follows:

1. Item number

Options

Enter the item number or bar code or use one of the options:

- <F1> For the next item number
- <SF1> For the previous item number
- Blank To look up the item by description

The existing non-zero prices for the item display, along with the item's stocking unit, pricing unit, average cost (standard cost for standard valuation), and replacement cost.

Use *Field number to change ?* to change any of the displayed prices.

If the item has a pricing unit that is different from its stocking unit, enter the revised prices per pricing unit. The price per stocking unit is then calculated and displayed.

If all prices for an item are currently zero, the message displays *No prices exist for this item.*

To enter new prices for an item (for example, if Price-3, 4 and 5 are zero or alternate unit prices do not already exist), use the Items menu selection to enter the prices.

Warehouse-specific Prices

If you are entering prices for a specific warehouse, at *Item number*, enter the item number.

After the item is specified, enter each price to be used at that warehouse or press <Enter> for the current price in the Item file (*Item default*).

If you press <Enter>, *Item default* displays as the price. The price in the Item file will be used when the item is sold from this warehouse.

ENTERING SALE PRICES

Use the *Sale prices* selection to enter sale prices and dates for inventory items or groups of items.

When entering A/R invoices or O/E orders, if a sale price is in effect for an item, the lower of the sale price and the automatically calculated price will be used as the default for the item.

Sale prices that have expired may be cleared from the file using this selection, or the Purge sales prices selection on the Utility menu. Refer to [Purging Sale Prices](#).

Select

Sale prices from the *Prices* menu.

If you are using multi-warehouse pricing (as specified in Control information), you are asked if you wish to enter sale prices by warehouse. Follow the screen instructions to update item default sale prices or sale prices for a specific warehouse.

On the next screen that appears, you are asked to enter the following information:

*1. Sale type

Enter I to enter a sale price for a specific item, or enter C to enter a sale price for a category or sub-category of items.

Options

You may also use one of the options:

<F1>	To scan through the sale prices on file
<Enter>	After entering the first sale price, to default to the last sale type entered
Format	One letter, either I or C
Example	Type I

If you enter I, and did not select to use this type of sale price in Control information, a message displays to inform you that sale prices by item are not active.

If you enter C, and did not select to use either sale prices by category or sub-category, a message displays to inform you of this.

Sale prices may be entered by item, by category, or by sub-category, regardless of the types selected in Control information. However, these sale prices will not be used in A/R or Order Entry until they are also selected in Control information.

Sale Prices by Item

If you specify a Sale type of *Item*, the following screen displays:

Prices (Sale prices) XYZ Company

* 1. Sale type Item

* 2. Item number

3. Start date

4. End date

Stock unit: Average cost:

Price unit: Rplcmnt cost:

blank = look up by description, <F1> = next item

Enter the information as follows:

*2. Item number

Options

Enter the item number or bar code, or use one of the options:

- <F1> For the next item on file
- <SF1> For the previous item on file
- Blank To look up the item by description

The item's stocking unit, pricing unit, average cost (standard cost for standard valuation), and replacement cost are displayed, along with its current *regular* price. If alternate units are defined for the item, the current alternate unit prices are also displayed.

3. Start date

Enter the date that the sale price becomes effective. After entering the first sale price, you may also press <Enter> to use the last sale price start date entered.

Format MMDDYY

4. End date

Format MMDDYY

Enter the last date that the sale price will be in effect. After entering the first sale price, you may also press <Enter> to use the last sale price end date entered.

Stock unit

Price Unit

The above fields will be filled automatically with the information selected in *Control information*.

5. Each sale price

Enter the price that will be used as sale price.

Format Up to ten digits

Sale Prices by Category

If you specify a Sale type of *Category*, the following screen displays:

Prices (Sale prices) XYZ Company

- 1. Sale type Category
- 2. Category
- 3. Sub-category
- 4. Start date
- 5. End date
- 6. Price basis
- 7. Disc pct
- 8. Alt-1 disc pct
- 9. Alt-2 disc pct

Enter the following information:

*2. Category

Enter the category of the items to be included in the sale price as defined in *Control information*.

Format Up to five characters

Example Type MISC

*3. Sub-category

Enter the sub-category of the items to be included in the sale price, or press <F5> for *All* sub-categories of the category.

Format Up to five characters or use the option

Example Press <F5>.

An entry of *All* is considered a *category* sale price because it includes the entire category. An entry of a specific sub-category is considered a *sub-category* sale price.

If you enter a sub-category of *All*, and did not select to use sale prices by category (in Control information), a message displays to inform you that category sale prices are not active.

If you enter a specific sub-category, and did not select to use sale prices by sub-category (in Control information), a message displays to inform you that sub-category sale prices are not active.

4. Start date

Enter the date that the sale price becomes effective. After entering the first sale price, you may also press <Enter> to use the last sale price start date entered.

Format MMDDYY

Example Enter the current date.

5. End date

Enter the last date that the sale price will be in effect. After entering the first sale price, you may also press <Enter> to use the last sale price end date entered.

Format MMDDYY

Example Enter the current date.

6. Price basis

Specify the price to be used as a base for discounting.

Options

Enter one of the following:

- 1 To calculate the sale price by discounting Price-1
- 2 For Price-2
- 3 For Price-3
- 4 For Price-4
- 5 For Price-5

After entering the first sale price, you may also press <Enter> to use the last price basis entered.

Format One digit from above or use the option

Example Press 1 .

7. Disc pct

Enter the percent by which to discount the price specified for *Price basis* when the item is sold by its stocking unit, or press <Enter> to indicate that the stocking unit price is not on sale.

Format Up to five digits or use the option

Example Press <Enter>.

8. Alt-1 disc pct

Enter the percentage by which to discount the price specified for *Price basis* when the item is sold by its first alternate unit. You may also press <Enter> to indicate that the first alternate unit

price is not on sale.

Format Up to five digits or use the option

Example Press <Enter>.

9. Alt-2 disc pct

Enter the percentage by which to discount the price specified for *Price basis* when the item is sold by its second alternate unit. You may also press <Enter> to indicate that the second alternate unit price is not on sale.

Format Up to five digits or use the option

Example Press 4.50

ENTERING CONTRACT PRICES

Use this selection to enter contract prices for items, or groups of items, for specific customers.

When entering an A/R invoice or O/E order, if a contract price is in effect for an item/customer, the contract price is used instead of the automatically calculated price. A contract price can instead be defined to only be active when it is the lowest price.

Contract prices that are no longer in effect may be cleared from the file using this selection, or the Purge contract prices selection on the Utility menu. Refer to [Purging Sale Prices](#).

Select

Contract prices from the *Prices* menu.

*1. Contract type

Enter I to enter a contract price for a specific item, or enter C to enter a contract price for a category or sub-category of items.

If you enter I, and did not select to use this type of contract price in Control information, a message displays to inform you that contract prices by item are not active.

Contract prices may be entered by item, by category, or by sub-category, regardless of the types selected in Control information. However, these contract prices will not be used in A/R or Order Entry until they are also selected in Control information.

Contract Price by Item

Type I to display the following screen:

The following screen displays:

Prices (Contract prices) XYZ Company

- * 1. Contract type Item
- * 2. Customer number
- * 3. Item number
- 4. Start date
- 5. End date
- 6. Contract ID
- 7. Use contract or lowest price ?

blank = look up by name, <F1> = look up by contract ID

Enter the information as follows:

*2. Customer number

Enter the number of the customer to receive the contract price.

Options

You may also use one of the options:

<F1>	To lookup by Contract ID
Blank	To look up the customer by name
Format	Up to 12 digits or use the options
Example	Type:10

After entering the first contract price, you can also press <Enter> for the last customer number entered.

*3. Item number

Options

Enter the item number or bar code, or use Blank to look up the item by description.

Format	Up to 20 digits or use the options
Example	Type:1

4. Start date

Enter the date that the contract price becomes effective.

Options

You may also use one of the options:

<F2>	For <i>None</i> if there is no specific start date
<Enter>	After entering the first contract price, to use the last contract start date entered
Format	MMDDYY
Example	Press <F2>.

5. End date

Options

Enter the last date that the contract price will be in effect, or use one of the options:

<F2>	For <i>None</i> if there is no specific end date
<Enter>	After entering the first contract price, to use the last contract end date entered
Format	MMDDYY

Example Press <F2>.

6. Contract ID

Options

Enter the identification information for this contract, or press <Enter> for subsequent contract prices and to use the last contract ID entered.

Format Up to 15 digits or use the options

Example Press <Enter>.

7. Use contract or lowest price?

Enter C (Contract price) or L (Lowest price) to indicate whether to always use the contract price or to use the lowest price, if a lower price exists for this item.

Format One letter, L or C

Example Type C, then press <Enter>.

8. Each price

Enter the price that will be used as the Contract price.

Format Up to 10 digits

Example Enter 25.50

Contract Prices by Category

If you specify a Contract type of *Category*, the following screen displays:

Prices (Contract prices) XYZ Company

- 1. Contract type Category
- 2. Customer number
- 3. Category
- 4. Sub-category
- 5. Start date
- 6. End date
- 7. Contract ID
- 8. Use contract or lowest price ?
- 9. Price basis
- 10. Disc pct
- 11. Alt-1 disc pct
- 12. Alt-2 disc pct

blank = look up by name, <F1> = look up by contract ID

Enter the following information:

*2. Customer number

Enter the number of the customer to receive the contract price.

Options

You may also use one of the options:

<F1>	To lookup by Contract ID
Blank	To look up the customer by name
Format	Up to 12 digits or use the options
Example	Press <Enter> for customer name.

After entering the first contract price, you may also press <Enter> to use the last customer number entered.

*3. Category

Enter the category of the items to be included in the contract price.

Format	Up to five characters
Example	Type Misc

*4. Sub-category

Enter the sub-category of the items to be included in the contract price, or press <F5> for all sub-categories of the category.

An entry of *All* is considered a *category* contract price because it includes the entire category. An entry of a specific sub-category is considered a *sub-category* contract price.

If you enter a category of *All*, and did not select to use contract prices by category (in Control information), a message displays to inform you that category contract prices are not active.

If you enter a specific sub-category, and did not select to use contract prices by sub-category (in Control information), a message displays to inform you that sub-category contract prices are not active.

Format	MMDDYY
Example	Press <F2>.

5. Start date

Options

Enter the date that the contract price becomes effective, or use one of the options:

<F2>	For <i>None</i> if there is no specific end date.
<Enter>	After entering the first contract price, to use the last contract end date entered.

6. End date

Enter the last date that the contract price will be in effect.

Options

You may also use one of the options:

<F2>	For <i>None</i> if there is no specific end date
<Enter>	After entering the first contract price, for the last contract end date entered

Format MMDDYY

Example Press <F2>.

7. Contract ID

Enter the identification information for this contract, or press <Enter> for subsequent contract prices and to use the last contract ID entered.

Format Up to 15 characters or use the option

Example Type:12345

8. Use contract or lowest price?

Enter C (Contract price) or L (Lowest price) to indicate whether to always use the contract price or to use the lowest price, if a lower price exists for this item.

Format One letter, C or L

Example Type C, then press <Enter>.

9. Price basis

Specify the price to be used as a base for discounting. Enter one of the following:

- | | |
|---|-------------|
| 1 | For Price-1 |
| 2 | For Price-2 |
| 3 | For Price-3 |
| 4 | For Price-4 |
| 5 | For Price-5 |

After entering the first contract price, you may also press <Enter> to use the last price basis entered.

Format One digit from above (1,2, or 3)

Example Press 1

10. Disc price

Enter the percentage by which to discount the price specified for *Price basis* when an item is sold by its stocking unit, or press <Enter> to indicate that the stocking unit price is not on contract.

Format Up to five digits or use the options
Example Press <Enter>.

11. Alt-1 disc pct

Enter the percentage by which to discount the price specified for *Price basis* when an item is sold by its first alternate unit. You may also press <Enter> to indicate that the first alternate unit price is not on contract.

Format Up to five digits or use the options
Example Press <Enter>.

12. Alt-2 disc pct

Enter the percentage by which to discount the price specified for *Price basis* when an item is sold by its second alternate unit. You may also press <Enter> to indicate that the second alternate unit price is not on contract.

Format Up to five digits or use the options
Example Type:22.50

CHANGING PRICES FOR GROUPS OF ITEMS

Use this selection to change existing prices for a group of items.

Select

Group price changes from the *Prices* menu.

If you are using multi-warehouse pricing (as specified in Control information), you are asked if you wish to change group prices by warehouse. Follow the screen instructions to change item default prices or prices for a specific warehouse.

Note	If you selected to change group prices by warehouse, the warehouse you specified or <i>All</i> is shown at the top of this screen.
-------------	--

Prices (Group price changes)

XYZ Company

1. Starting item #

2. Ending item #

3. Category

4. Sub-category

5. Vendor #

6. Change prices by

7. Rounding method

8. Print or change ?

9. Price-1

10. Price-2

11. Price-3

12. Price-4

13. Price-5

14. Alt-1 price-1

15. Alt-1 price-2

16. Alt-1 price-3

17. Alt-1 price-4

18. Alt-1 price-5

19. Alt-2 price-1

20. Alt-2 price-2

21. Alt-2 price-3

22. Alt-2 price-4

23. Alt-2 price-5

Amount +/-

Basis

<F2> = "First"

Enter the information as follows:

1. Starting item # and

2. Ending item

Enter the range of item numbers for which prices are to be changed or press <F2> for *First* and *Last*. Follow the screen instructions.

Format Up to 15 characters or use the option

Example Press <F2> at both fields.

3. Category/sub-cat

Enter the category of the items for which prices are to be changed, or press <F5> for *All* categories.

Format Up to five characters or use the options

Example Press <F5> for *All* categories.

4. Sub-category

Enter the sub-category of the items for which prices are to be changed or press <F5> for *All* subcategories.

Format Up to five characters or use the options

Example Press <F5> for *All* categories.

5. Vendor

Enter the vendor number to change item prices for a single vendor, or press <F5> for *All* vendors.

6. Change prices by

Prices can be changed by adding or subtracting a dollar amount to a *base* figure, or by computing a percentage of a *base* figure and adding or subtracting the result to the *base* figure.

Enter D (Dollar amount) to change prices by a dollar amount, or P (Percent) to change prices by a percentage.

The *base* figure can be any of an item's current prices or its replacement cost. For prices other than Price-1, the *base* figure can also be any of the item's new prices. You can specify a different *base* for each price to be changed.

Format One letter, D or P

Example Type: D

7. Rounding method

Specify the method to be used for rounding the newly calculated prices. Enter one of the following:

- C To round the prices to the nearest cent
- P To round the prices to the nearest price point
- I To increase the prices to the next price point
- N To not round the prices.

If you enter C, the third decimal position of each new price is rounded up or down to the nearest cent. A value of 5 or greater is rounded up, and 4 or less is rounded down.

If you enter P or I to round or increase prices to the nearest or next price point, a window appears for you to enter the price points to be used, as shown below:

Prices (Group price changes) XYZ Company

1. Starting item #	"First"	9. Price-1	Amount +/-	Basis
2. Ending item #	"Last"	10. Price-2		
3. Cate		Price points		
4. Sub-		-- Level-1 --	-- Level-2 --	-- Level-3 --
5. Vend	Cut-off price			
	# of digits			
6. Chan	Price masks			
7. Roun				
8. Prin				

<Enter> = "Unlimited"

PRICE POINTS

A *price point* is a particular price at which merchandise is sold. For example, the price points in your store might be \$0.79, \$1.79, \$2.79.

By selecting a rounding method of P or I, you can ensure that each calculated price coincides with one of your price points.

In our example (\$0.79, \$1.79, \$2.79), a two-digit price mask of 79 defines the price points. In other words, no matter what price was calculated, the last two digits of that price are masked with 79.

Some businesses require multiple *price masks*, or even different price masks for different price levels of goods. Price points allows you to define up to three distinct price levels and up to sixteen price masks within each level.

For example, your *low-price* goods are under \$3.00 and you price them at \$0.79, \$1.79, and \$2.79. Your *moderate* goods are more than \$3.00 but under \$9.00, and you price them at \$5.95 or \$8.95. The rest of your goods are over \$9.00, and you price them in increments of \$10.00, at \$9.95, \$19.95, \$29.95 and so forth.

You would define your price points as follows:

	LEVEL-1	LEVEL-2	LEVEL-3
Cut-off price	3.00	9.00	<i>Unlimited</i>
# of digits	2	3	3
Price masks	***.79	**5.95	**9.95
		**8.95	

Price changes are calculated in the normal manner. Then, if you specified I as the rounding method, the price is rounded to the next higher price point. If you specified P, the price is rounded to the closest lower or higher price point.

Your entry for the Level-2 *Cut-off price* must be higher than the *Cut-off price* for Level-1, and Level-3 must be higher than Level-2. Press <Enter> for *Unlimited* when entering the cut-off price for the last level to be defined.

Your entry for # of *digits* to be entered for the price masks must be between 1 and 5, and cannot be greater than the number of digits entered for the value of *Cut-off price*.

For Price masks, up to 16 masks may be entered for each level and the masks within each level must be ascending. Press <Enter> when completed entering the masks in a level. If you specified 3 or more for # of *digits*, you must enter a decimal point in the appropriate position of each mask.

After defining price points, you may save them as default entries for use the next time you run Group price changes.

8. Print or change

Options

Enter one of the following:

- | | |
|---------|---|
| P | To only print a report showing all items for which prices would be changed, along with the old and new prices that would be changed. The prices are not actually changed. |
| C | To print the report and change the prices. |
| <Enter> | To indicate <i>No change</i> |

If you selected to change by dollar amount, for each price shown, enter the amount to be added to or subtracted from the base figure to calculate the new price. To subtract the amount, include a minus sign.

For example, an entry of 2.50 establishes a new item price of the specified base, plus \$2.50. An entry of 2.50- establishes a price of the specified base, less \$2.50.

If you selected to change by percentage, enter the percentage of the base by which to change the price. To use a price less than the base figure, include a minus sign.

For example, an entry of 10 establishes an item price of the specified base, plus 10%. An entry of 10- establishes a price of the specified base, less 10%.

For both dollar amount and percentage changes, you may also press <Enter> to indicate *No change* at any price.

Basis

For each price being changed, enter the base to use.

Enter O to use one of the item's old prices, or enter R to use the item's replacement cost. For prices other than Price-1, you may also enter N to use one of the item's new prices as the base.

An *old price* is a price on file for the item prior to the change you are making now. The *replacement cost* is the cost of the item at the last purchase. A *new price* is a price for the item that will be created by a change you have already made on this screen.

If you enter a basis of either O or N, a window displays for you to select which old or new price you wish to use.

Prices (Group price changes) XYZ Company

1. Starting item #	"First"	9. Price-1	Amount +/-	Basis
2. Ending item #	"Last"	10. Price-2	5.00	Old
3. Category	"All"	11. Price-3		
4. Sub-category	"All"	12. Price-4		
5. Vendor #	"All"	13. Price-5		
6. Change prices by	Dollar	14. Alt-1 price-1		
7. Rounding method	Round to nearest cent	15. Alt-1 price-2		
8. Print or change ?	Print report	16. Alt-1 price-3		
		17. Alt-1 price-4		
		18. Alt-1 price-5		
		19. Alt-2 price-1		
		20. Alt-2 price-2		
		21. Alt-2 price-3		
		22. Alt-2 price-4		
		23. Alt-2 price-5		

Which price ?

Price-1

Price-2

Price-3

Price-4

Price-5

Alt-1 price-1

Alt-1 price-2

Alt-1 price-3

Alt-1 price-4

Alt-1 price-5

Alt-2 price-1

Alt-2 price-2

Alt-2 price-3

Alt-2 price-4

Alt-2 price-5

Note

For new prices, only those prices already specified on this screen are shown in the window.

Select the old or new price to be used by using the arrow keys (or typing the first letter) to position the cursor and press <Enter>.

If you specified to print the report without changing prices, you can display the report to the screen or send it to a printer. The display option is not available if you are also changing prices.

If Price-1 was changed for any item, the change in retail value of the reported items is shown at the end of the report. The retail value is computed based on the current on-hand quantity of the item and Price-1.

If you specified to change prices, the screen displays each item for which prices are being changed.

If any errors occur when attempting to change prices for an item, *no* prices are changed.

PURGING SALE PRICES

Use this selection to purge sale prices that have expired.

Select

Purge sale prices from the *Utility* menu.

The following screen displays:

Utility (Purge sale prices) XYZ Company

Please enter ending cut-off date

<F5> = "All"

You are asked to enter an ending cut-off date. Enter the last date for which sale prices are to be purged, or press <F5> to purge all sale prices regardless of ending date.

Sale prices with an *End date* on or before the cut-off date will be purged.

PURGING CONTRACT PRICES

Use this selection to purge contract prices that are no longer in effect.

Select

Purge Contract prices from the *Utility* menu.

The following screen displays:

Utility (Purge contract prices) XYZ Company

1. Purge type

2. Starting customer #

3. Ending customer #

4. Ending cut-off date

C = purge by customers, I = by items, D = by contract ID

1. Purge type

Enter the type that you want to purge from the following:

- C To purge by customers
- I To purge by item
- D For contract ID

Example Type: C

2. Starting customer # and

3. Ending customer

Enter the range of customers for whom contract prices are to be purged. Press <F2> to select *First* to *Last* customer numbers. Follow the screen instructions.

Format Up to 12 digits or use the option

Example Press <F2> at each field to select *All* customers.

4. Ending cut-off date

Enter the last date for which contract prices are to be purged, or press <F5> to purge all contract prices regardless of ending date.

Contract prices with an *End date* on or before the cut-off date for the specified customer range will be purged.

Format MMDDYY or use the option

Example Press <F5> to select *All*.

Kits

This chapter contains the following topics:

Introduction to Kits
Work Orders
Entering Kit-items
Printing Kits
Copying Kits
Resequencing Kit-items

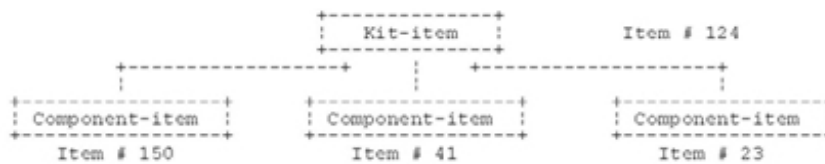
INTRODUCTION TO KITS

If you do not use kits (as specified in *Control information*), you may skip this chapter.

This chapter explains how to define kit-items

A *kit* is an inventory item that is constructed from other inventory items. To differentiate between the kit and the items (raw materials) from which a kit is constructed, we refer to the kit as the kit item and the items that are used to construct the kit as component items.

A kit item could be constructed as follows:



The *Kits* selection is used to specify each of the component items for a kit. Additionally, the quantity of each component item is specified. This quantity is the quantity required to assemble a single kit item.

Before using Kits, both the kit item and the component items must be defined as items using the *Items* selection. A miscellaneous item may be used as a component item of a kit. Such items would be used to take into account the cost of assembling the kit item, as well as certain overhead costs.

Kits may also be used as components of other kits. You can do this by using the level number which is assigned to each kit when it is created. See below:



In the above example, kit item #20 is defined as consisting of item #180, item #52, and kit item #124.

In order to allow kit-items to be components of other kits, each kit item is assigned a level number. Whenever a kit item is used as a component of another kit, the level number of the component kit item must be lower than the level number of the kit being constructed.

For example, kit item #20 is defined at level 2 and kit item #124 is defined at level 1.

The *Kit* selection enables you to do the following:

- Enter and maintain kits.
- Print an edit list of kits, or print the kits themselves.
- Copy one kit to another.
- Resequence the kit components.

WORK ORDERS

A work order (W/O) is a request to assemble a specified quantity of a kit from its component items.

A work order can be *immediate*, in which case the kit is immediately available for sale. Alternatively, a work order may be printed, issued, and the component items removed from inventory, but the kit is not available for sale until the work order is completed.

The following outline describes how to use work orders to assemble kits. Details for each of the selections used can be found in the appropriate chapters of this manual.

1. Enter a work order to assemble a specified quantity of the kit, using Work orders (Enter). You will be requested for a work in process account, which is used to hold the cost of the kit while it is being assembled.
2. Commit the required quantity for each component item needed to assemble the kits, using Work orders (Commit inventory).

Note

If the work order contains a kit item as a component, then the kit item must have been previously assembled using a separate work order. The component kit item will not be assembled as a result of this work order.

3. Print the work order using Work orders (Print work orders), unless you specified that no printed work order is required in step 1 above.
Work orders are never printed for immediate work orders because the assembled kit will be available immediately for sale.
4. Issue the work order using Work orders (Issue work orders). Issuing the work order will result in Component usage transactions being generated and placed in the Inventory Transaction file for each component on the work order. These transactions may be viewed using Inventory or printed along with other inventory transactions on the Inventory Edit List. Component usage transactions remove items from inventory for the purpose of constructing kits. If the work order is an *immediate* work order, then a kit assembly transaction is generated in addition to the component usage transactions. The kit assembly transaction may be viewed using Inventory or printed along with other inventory transactions on the Inventory Edit List. A kit assembly transaction places the quantity assembled of the kit into inventory. The component usage transactions (and kit assembly transaction, if applicable) will be posted along with other inventory transactions when you post all inventory transactions using *Inventory*. Each component's inventory account will be credited for the cost of the quantity to be used on the work order. The work in process account that was specified in step one is debited for the same amount. Thus, the work in process account contains the cost of the kit while it is being assembled.
5. The Incomplete Work Orders report can be used to determine work orders that are overdue for completion, or that are coming due in the next few days, week, etc.
6. When the work order is completed, record this fact using *Completed work orders* (Enter) selection.

This step is not applicable to *immediate* work orders, because they are completed at the time they are originally issued.

7. Close the work order using *Completed work orders* (Close work orders). Closing a work order will result in a kit assembly transaction being generated and placed in the Inventory Transaction file. The kit assembly transaction may be viewed using *Inventory* or printed along with other inventory transactions on the Inventory Edit List. A kit assembly transaction places the quantity assembled of the kit into inventory.

The kit assembly transaction will be posted along with other inventory transactions when you post all inventory transactions using *Inventory*. The work in process account will be credited for the cost of the kits assembled and the kit item's inventory account will be debited for the same amount. Therefore, the cost of the kit is transferred from work in process to the correct inventory account.

This step is not applicable to immediate work orders, because they are completed at the time they are originally issued.

8. As needed, a completed work order may be viewed using *View (Work order history)* or printed using the *Work Order History Report*. This report shows the costs used for each component and the cost of the assembled kit.

Refer to the [Inventory Transactions](#) chapter for a description of how to disassemble a kit after it has been assembled.

ENTERING KIT-ITEMS

With the Enter selection, you can enter new kits, change existing kits, or delete kits no longer in stock. For work orders that are entered already but have not been issued, you may view, (but not change) the components.

Select

Enter from the *Kits* menu.

Kits (Enter) XYZ Company

* 1. Kit-item #

* 2. Level #

3. Comments

<F1> = next kit, <SF1> = previous kit, <F2> = next item,
<SF2> = previous item, Blank = look up item by description

Enter the following information:

*1. Kit-item

The kit item must already have been defined as an item in the *Items* selection. It may not be a miscellaneous item, nor may it be described as *kit component only*.

Options

Enter the item number of the kit-item or use one of the options:

<F1>	For the next kit on file
<SF1>	For the previous kit
<F2>	For the next item on file
<SF2>	For the previous item
Blank	To look up the kit item by its description

Format Up to 15 digits

Example Enter 1000

If you choose to look up the item by description, the cursor moves to the description field. Both the spelling and the capitalization must match the description on file. Enter the text of the description, or just the leading characters.

Options

You may also use one of the following options:

- <F2> For the next item
- <SF2> For the previous item

*2. Level

Enter the level to be assigned to this kit item.

If you only assemble kit-items from raw materials (i.e., component items that are not themselves defined as kits), then always enter 1 here.

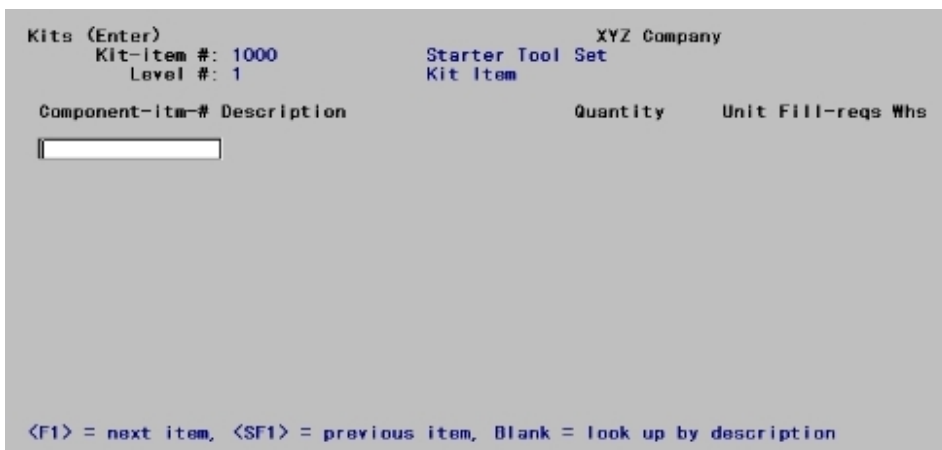
- Format One character
- Example Type:1

3. Comments

Enter any comments about this kit-item. These comments print on the work order, as well as appearing on the kit edit list. They are not seen by the customer, however.

- Format Four lines of 25 characters each
- Example Type: Reorder point: 20

Press <Enter> at *Field number to change ?* prompt and a second screen displays to enable you to enter information about component-items for the kit. The following screen displays:



Kits (Enter) XYZ Company
 Kit-Item #: 1000 Starter Tool Set
 Level #: 1 Kit Item

Component-item-#	Description	Quantity	Unit	Fill-reqs	Whs

<F1> = next item, <SF1> = previous item, Blank = look up by description

Enter the following information:

Component-item-#

The component item must already have been defined as an item in Items.

The item must already exist in the Item File.

Note

Miscellaneous items (those beginning with an asterisk) may be included as components in kit-items. You may use them to assign labor charges and overhead costs to a kit-item.

Options

If component items have already been assigned to this kit, enter the item number of the component item or use one of the following options:

- <F2> To insert a new component item
- <F3> To delete a component item
- <F5> To move the component item
- <F6> For a full description

If you choose to look up the item by its description, the cursor moves to the description field. Both the spelling and the capitalization must match the description on file. Enter the text of the description, or just the leading characters.

Options

If you are assigning new components to this kit, you may also use one of the following options:

- <F1> For the next item on file
- <SF1> For the previous item

Format Up to 15 characters or use the option
Example Press <F1>.

Quantity

Enter the number of component-items required to assemble one kit item. Press <Enter> to default to a quantity of 1.

Format 99999999.99999
Example Press <Enter> for the default

Unit

The unit for each item is automatically displayed, and no entry is allowed.

Fill Reqs

For miscellaneous items, this field is set to *Override* and entry is not allowed.

The *Fill requirements* field enables you to define what you want to happen to a work order for this kit when there is not enough of this component available. Your choices are:

F	Full	Don't issue a work order for this kit until the full quantity of this component is available. Note that this does not control whether or not inventory will be committed to the work order (this is a separate issue decided at the time the work order is entered).
O	Override	Issue work order even though quantity is insufficient. Use this option if confident that new inventory will soon be received, since physical assembly of the issued work order is not possible until then. This option should also be used for miscellaneous components (for which there is never any quantity available).
S	Shortage OK	Assemble the kit even if the full quantity of this component is not available. The shortage is reported in Commit inventory but does not stop the work order from being issued. Use this option for components to be used "while supplies last".

Format One letter from the table above

Example Type: S

Whs

If you are not using multiple warehouses, this field is not applicable.

Options

Enter a warehouse code, or use the option:

<Enter> To designate this warehouse as the “*Central*” warehouse

<F1> To scan through the warehouses on file

Use the arrow keys to move up or down to the next line. Press <PgUp> or <PgDn> to move between screens of component-items.

Options

When the cursor is positioned at a component item, you may also use these options:

Arrow keys For the previous or next line

<PgUp> or
<PgDn> For the previous or next screen

- <Home> or
<End> For the first or last screen
- <F2> To insert a component-item between two existing components
- <F3> To delete the current component
- <F5> To change the order of components, select the component you want and press <F5>. Use the arrow keys to highlight the place where you want the selected component inserted and press <Enter>. Press <Esc> to cancel the move operation.
- <F6> To view the full description of this component-item.
(Press F6 again to resume entering component-items.)

PRINTING KITS

The Print selection enables you to print a list of which kits are on file. You can also print a list of components for each kit.

Select

Kits from the *Reports, Kits* menu.

The following screen displays:

Reports, kits (Kits) y

1. Starting kit-item #
2. Ending kit-item #
3. Group by level # ?
4. Level #
5. Print full component item description ?

<F2> = "First"

Enter the information as follows:

1. Starting kit-item # and

2. Ending kit-item

Enter the range of kit-items to include on this report or press <F2> for *First* and *Last*. Follow the screen instructions.

Format Up to 15 digits or use the option

Example Press <F2> for each field

3. Group by level # ?

Answer Y to use the kits' level numbers to group the kits when printing the list.

If you answer N, field number #4 displays (Not applicable).

Format One letter, Y or N

Example Type: N

4. Level

Enter a kit-item level number to print the report for only one level, or press <F5> to include *All* kit levels (the report prints in order first by level number, then by kit-item number).

Format One digit
Example Displays (Not applicable) in this example

5. Print full component item description ?

Answer Y to print the full description of each component-item.

Format One character, Y or N
Example Type: N

COPYING KITS

Use Copy when you want to define a kit that is similar to an existing one. You may copy information from an existing kit-item to make a new kit-item, which you may then modify using Kits (Enter).

The new kit-item must already exist in the Item file.

Select

Copy from the *Kits* menu.

The following screen displays:

Kits (Copy) XYZ Company

1. Copy from kit-item #
2. Copy to kit-item #
3. Level #
4. Comments

<F1> = next kit-item, <SF1> = previous kit-item

Enter the following information:

1. Copy from kit-item

Enter the number of the kit-item from which to copy.

Options

You may also use one of the following options:

<F1> For the next kit item on file

<SF1> For the previous kit item

Format Up to 15 digits

2. Copy to kit-item

Enter the number of the new kit item.

Options

You may also use one of the following options:

<F1> For the next kit item on file

<SF1> For the previous kit item

3. Level

Enter the level to be assigned to this kit-item, just as in *Kits* (Enter).

Format One digit

4. Comments

Enter any comments about this new kit item.

Format Four lines of 25 characters each

The component items are then copied to the new kit item. You may modify the new kit item information using *Kits* (Enter).

RESEQUENCING KIT-ITEMS

In the event of a system failure, component entries in a kit might become out of sequence. In this case, an error message may appear when you try to modify a kit definition. The error message will refer to this Resequence functions.

To recover from this situation, do the following:

STEP	DESCRIPTION
1	Run <i>Resequence</i> on the kit-item.
2	Print a Kit List showing the kit-item and its component-items.
3	Compare it to an earlier list to see whether any component-items are no longer in sequence or are missing.
4	Make any needed adjustments to component-items through <i>Kits (Enter)</i> .

Select

Select *Resequence* from the *Kits* menu.

A screen appears for you to enter the number of the kit-item to resequence:

Kits (Resequence) XYZ Company

Kit-item #

<F1> = next kit-item, <SF1> = previous kit-item

Kit-item

Enter the number of the kit-item to resequence.

Options

You may also use on of the following options:

<F1> For the next kit item on file

<SF1> For the previous kit item

The component-items in the kit-item are then resequenced.

Use <Esc> to return to the first screen.

Item Labels

This chapter contains the following topics:

Introduction to Item Labels
Printing Location Grids
Creating Label Layouts
Viewing Labels
Printing Layout Lists
Testing Label Layouts
Copying Label Layouts

INTRODUCTION TO ITEM LABELS

Item labels may be printed in Inventory Control or under the Ctl and the menu selection *Labels*. Read this chapter for printing the labels in Inventory Control or read the PBS Administration manual for setting up and printing labels under Ctl.

This selection allows you to create inventory labels of your own design. You can specify which inventory information (fields) to show on the label and the exact arrangement (layout) of that information on the label.

Although you will probably use Item labels most of the time to create labels that attach to and identify your inventory items, it can also be used to create an index of your inventory on 3" x 5" index cards, inventory fact sheets, and customized lists of inventory information.

Usually, you would follow these steps in creating an item label:

STEP	DESCRIPTION
1	Use <i>Location grid</i> to print a grid on top of your labels form (or sheet), and sketch the layout of your label on it.
2	After you have an idea of what your label will look like, use the Layout selection to first describe its general appearance, and then to select each field and specify where it will print on the label.
3	Use <i>Layout list</i> to print a list of your layout specifications. This step will indicate any problems in your layout.
4	Use <i>Test</i> to try your new label layout.
5	After you are satisfied with the label layout, use the <i>Print</i> selection to print your item labels for the items and warehouses that you designate. Refer to the Items chapter.
6	Use the <i>Copy</i> function to create another layout if it is similar to the label already designed. (Use Layout to tailor the new (copied) layout rather than creating the label from scratch.)

This chapter describes how to create a label in the same sequence as outlined above.

Selecting Item Labels

Select

Item labels from the I/C menu.

PRINTING LOCATION GRIDS

Although *Location grid* is not the first selection on the menu, it is normally the first function to use when you begin designing a new item label.

A location grid consists of column and row markers printed on top of one of your labels (or one of your label sheets), to be used as an aid in laying out the overall design of the label.

Use the location grid as a worksheet to help you to establish the exact location (the row and column) of each field and piece of text that you intend to print on the label. Mark the positions of your fields and text on the grid and, later, use it as a guide when entering the label layout.

Select

Location grid from the *Item labels menu*.

The following screen displays:

Item labels (Location grid) XYZ Company

1. # of rows to print (top to bottom)

2. # of print columns (left to right)

<F2> = 5 rows

Enter the information as follows:

1. # of rows to print (top to bottom)

Enter the number of rows you want to print on the grid, or press <F2> for five rows on each label.

Format 99

Example Press <F2> for five rows.

2. # of print columns (left to right)

Enter the number of columns you want printed on the grid, or press <F2> for 35 print columns on each label.

Format 99

Example Press <F2> for 35 columns.



Make any needed changes and press <Enter> to print the label grid. Insert your label or label sheet in the printer. Follow the screen instructions to print the location grid.

CREATING LABEL LAYOUTS

The Layout selection allows you to enter all of the specifications needed to define the size of your labels, the number of labels across the label sheet, and which I/C Item fields will print on the label.

To assist you in answering some of the questions in the following screens, use the location grid on which you have designed your label.

Two screens are used:

1. A single screen to describe the general appearance of the label.
2. A separate screen to describe each field on the label.

Select

Layout from the *Item labels* menu.

The following screen displays:

Item labels (Layout) XYZ Company

1. Label #

2. Description

General appearance of label

3. # labels across page (max 4)

4. # lines per label (max 66)

5. # lines between labels

6. # columns per label (max 132)

7. Starting column for 1st label

<F1> = next label layout, <SF1> = previous label layout

General Appearance of Labels

On this screen you identify this label layout with a number and description, and define its general appearance.

From this screen you can work with both new and existing label layouts. If a label layout exists for the label number you specify, that label layout appears and is available for changes or deletion.

Enter the following information:

1. Label

Enter a number to identify this label layout.

Options

You may also use one of the options:

<F1> For the next layout on file

<SF1> For the previous layout

Format Three characters

Example Type: A

2. Description

Enter a description for this label layout.

Format 30 characters

Example Type: Sample inventory item

3. # of labels across page (max 4)

Format A single digit from 1 to 4

Example Type: 3

Enter the number of labels to print across the page (label sheet), up to 4 labels.

4. # lines per label (max 66)

Enter the number of lines (rows) to print on a label, up to 66 lines.

Format 99

Example Type: 10

5. # lines between labels

Enter the number of lines to skip between labels. (For most labels this is 1 line.)

Format 99

Example Type: 1

6. # columns per label (max 132)

Enter the number of columns (at 10 cpi) to print for a label, up to 132 columns.

Format 999

Example Type: 33

7. Starting column for 1st label

Enter the starting column number for the first label. This column number determines the distance from the left the printing will start on your label sheet.

Format 99

Example Type: 1

Fields eight, nine, and ten display only if you entered 2, 3, or 4 (respectively) at field # 3.

8. Starting column for 2nd label

This field only appears if you specified (in field #3 above) that more than one label is to be printed across the sheet.

Enter the starting column for the second label. This column number must be at least the starting column for the first label, plus the number of columns per label (field #6 above) plus 1.

Format 999

Example Type: 34

9. Starting column for 3rd label

This field only appears if you specified (in field #3 above) that more than 2 labels are to be printed across the sheet.

Enter the starting column for the third label. This column number defaults to the starting column for the second label, plus the number of columns per label (field # 6 above).

Format 999

Example Press <Enter> for 67

10. Starting column for 4th label

This field only appears if you specified (in field #3 above) that four labels are to be printed across the sheet.

Enter the starting column for the fourth label. This column number defaults to the starting column for the third label, plus the number of columns per label (field #6 above).

Format 999

Example Not applicable in this example.

Press <Enter> to terminate the description of the label as a whole, and start the description of the individual fields.

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field #

Fld#	Description	Fld#	Description
1.	Item number	6.	Description line 4
2.	Bar code	7.	Product category
3.	Description line 1	8.	Product sub-category
4.	Description line 2	9.	Track method
5.	Description line 3	10.	Stacking unit of measure

Enter fld #, PgDn for more fields, leave blank for text, <F1> = see layout

Located at the bottom of this screen is a window showing the first 10 fields available for you layout. To view the remainder, press <PgDn>.

It makes no difference in what order you enter information into the fields. A field must be visible in the window before it can be entered. Each field is entered on a separate screen. When all a label's fields have been defined, press <Esc> to return to the menu.

The exact format of this screen will vary depending upon the nature of the field currently being described. Examples of all formats are shown below:

1. Field

Format 99

Enter the number of the field name that you want to select for the label.

Options

You may also use one of the following options:

<Blank> To enter text instead of a field number. Refer to [Inserting Label Text](#).

<F1> To display the label

<PgUp> or
<PgDn> To scan through additional item fields

Format 99

Example Type: 1 for Field # to select item number.

Some fields are optional and may not be present for your company; those not present are omitted from the window seen on the screen, and the remainder are renumbered.

The screen now displays as follows:

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

- Field # 1
- Row
- Column
- Length to print (maximum = 15)
- Justify

Available fields (* = used)

Fld#	Description	Fld#	Description
1.	Item number	6.	Description line 4
2.	Bar code	7.	Product category
3.	Description line 1	8.	Product sub-category
4.	Description line 2	9.	Track method
5.	Description line 3	10.	Stocking unit of measure

Enter row # from 1 through 10

This screen enables you to specify where to print the selected field (item number) and how you want it to look when it is printed.

The appearance of this screen below Row and Column depends on what type of field you have selected. A field will be one of three types, depending on the type of information that it contains:

Alphanumeric fields

may contain any combination of letters, digits, and special symbols.

Date fields

only contain dates.

Numeric fields

only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates.

Alphanumeric Fields

Enter the information for an alphanumeric field as follows:

2. Row

Specify the row in which to print this field.

Format 99

Example Type: 2

3. Column

Specify the starting column in which to print this field.

Format 999

Example Type: 10

4. Length to print (maximum = nn)

Enter the number of characters you want to print in this field, up to the maximum number shown, or press <Enter> for the maximum length of the field allowed by the software.

Format 99

Example Type: 15

5. Justify

Justify means to adjust characters within the space allowed. Enter one of the following:

- L To left-justify the characters. The characters will be aligned with the left-hand margin of the space for this field.
- R To right-justify the characters. The characters will be aligned with the right-hand margin of the space for this field.
- N For no justification. The characters will be printed exactly as entered.

Format One character from the list above

Example Press <Enter> for left justification

The screen now displays as follows:

Item Labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # 1

2. Row 2

3. Column 10

4. Length to print 15
(maximum = 15)

5. Justify Left

Available fields (* = used)

Fld#	Description	Fld#	Description
1.	Item number	6.	Description line 4
2.	Bar code	7.	Product category
3.	Description line 1	8.	Product sub-category
4.	Description line 2	9.	Track method
5.	Description line 3	10.	Stocking unit of measure

Field number to change ? <F1> = view layout

When you press <Enter> at *Field number to change ?*, you are returned to *Field #* for selection of another field.

Next, we will use the *Item average cost*. Select this by entering 16, and the screen now displays as follows:

Item Labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # 16

2. Row 2

3. Column 10

4. Length to print 15
(maximum = 15)

5. Justify Left

Maximum: 999,999.99999
(can be neg)

Available fields (* = used)

Fld#	Description	Fld#	Description
11.	Pricing unit of measure	16.	Item average cost
12.	Conversion factor	17.	Item replacement cost
13.	Alternate unit 1	18.	Commission code
14.	Alternate unit 2	19.	Commission code description
15.	Preferred unit	20.	Taxable?

Enter row # from 1 through 10

Numeric Fields

The choices for a numeric field depend on the characteristics of that particular field (for example, its maximum length, if negative numbers are allowed, if it has any decimal places, etc.).

Item average cost is a numeric field.

Fields #5 through #7 appear only as needed. For example, Item average cost allows fractional and negative values. Vendor lead time, however, does not, so fields #6 and #7 do not appear.

Example Enter a row of 3 and a column of 10. After specifying the row and column, specify the remainder of the information as follows:

4. Number of integers

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format 99

Example Press <Enter> for the maximum

5. Use commas?

If commas are not appropriate for a particular field, you are not given the option of using commas.

Answer Y to use commas when printing this field on a label.

Format One character, either Y or N

Example Type: Y

6. Decimals

If the field has no decimal places, this choice does not appear.

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format 9

Example Type 2 to show cost only cents (instead of the default five digits)

7. Show negative with

If this field cannot contain a negative value, this choice displays (Not applicable.)

Options

Enter one of the following:

- M To show negative numbers with a minus sign
- P To show them in parentheses

on left or right?

If you select to show negative numbers with a minus sign

Options

Enter one of the following:

- R To place the minus sign on the right. (-1234)
- L To place the minus sign on the left. (1234-)

Print where?

If you select to show negative numbers with parentheses.

Options

Enter one of the following:

- F To place the parentheses in fixed positions
(Parentheses enclose the entire size of the field regardless
of the numbers.)
- N To them next to the number.
(Parentheses enclose the numbers, stripping out leading
spaces.)

8. Print when zero?

Answer Y to print a zero when the number is zero. Answer N to leave the field blank when the number is zero.

- Format One character, either Y or N
- Example Type: Y

The screen now displays as follows:

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # 16 Maximum: 999,999.99999
(can be neg)

2. Row 3

3. Column 10

4. Number of integers 6

5. Use commas ? Y

6. Decimals 2

7. Show negative with Minus sign

8. Print when zero ? Y

9. on left or right ? Left

10. Available fields (* = used)

Fld#	Description	Fld#	Description
11.	Pricing unit of measure	16.	Item average cost
12.	Conversion factor	17.	Item replacement cost
13.	Alternate unit 1	18.	Commission code
14.	Alternate unit 2	19.	Commission code description
15.	Preferred unit	20.	Taxable?

Field number to change ? <F1> = view layout

Now press <Enter> at *Field number to change ?*, so that you are back at *Field #*, ready to select another field. Select *Last sale on (item)*. First you will first have to press <PgDn> until this field is visible.

The following screen displays:

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # 59

2. Row

3. Column

4. Date format to use

Sample date: September 30, 1999

Will look like:

Length:

Available fields (* = used)

Fld#	Description	Fld#	Description
51.	Alt unit 2 sale price	56.	Item location code
52.	ABC code	57.	Maximum quantity
53.	Back order code	58.	Reorder level
54.	Warranty code	59.	Last sold on (item)
55.	Warranty grace period	60.	Last sold on (warehouse)

Enter row # from 1 through 10

Date Fields

If you select a date field, such as *Last sale on (item)*, the screen will have the above appearance.

Enter the row and column in the same way as for an alphanumeric field.

Then specify the format to use when printing the date:

4. Date format to use

Enter one of these choices for how the date is to be printed:

- 1 MM/DD/YY
- 2 MM/DD

When you enter your choice, the *Will look like:* field on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the label.

Example Type: 1

```

Item labels (Layout)                                XYZ Company

Layout: A      Sample Inventory Items

1. Field #      59                                Sample date:   September 30, 1999
2. Row          5                                Will look like: 09/30/99
3. Column       4                                Length:       8
4. Date format to use 1

----- Available Fields (* = used) -----
Fld# Description                                Fld# Description
51. Alt unit 2 sale price                      56. Item location code
52. ADC code                                   57. Maximum quantity
53. Back order code                            58. Reorder level
54. Warranty code                              59. Last sold on (item)
55. Warranty grace period                     60. Last sold on (warehouse)

Field number to change ?       <F1> = view layout

```

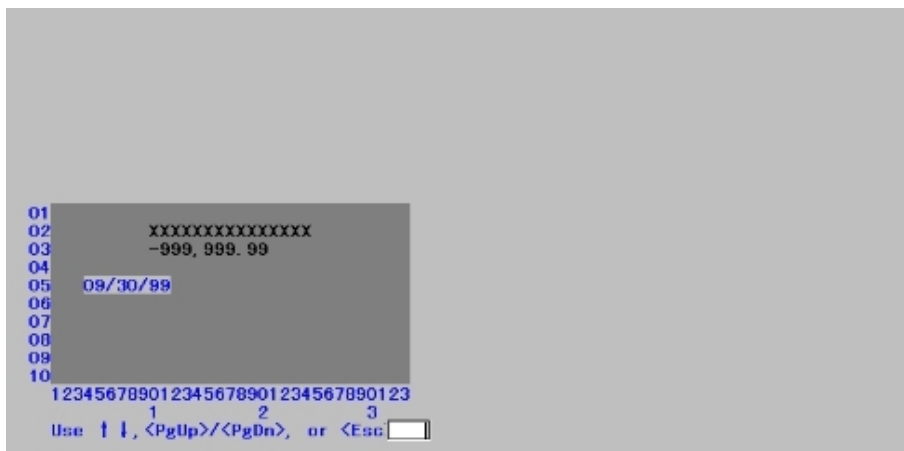
VIEWING LABELS

While entering the label layout, you can press <F1> to view a picture of the label. This will give you an idea of the appearance of your label.

The width of the label is your entry for # *columns per label*, and the number of lines is your entry for # *lines per label*.

- X's appear to represent the alphanumeric fields that you selected, in the length and location you specified.
- 9's appear for numeric fields.
- Dates are represented differently, depending on the format you have chosen for the date.
- ?'s appear where any of the fields overlap, in which case you need to change the position of a field.

Press <F1> to view your label. A screen similar to this displays:



Options

Use one of the following options:

- | | |
|---|--|
| <p><Up> or
<Down></p> | <p>To scroll your label up and down one row at a time. This is useful to bring a row to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position.</p> |
| <p><PgUp> or
<PgDn></p> | <p>To shift your view of the label up and down by a screen-full at a time. This is useful when your label size is large than can be displayed on the screen.</p> |
| <p><F2></p> | <p>To shift your view to the right edge of the label. This option only appears when your label is wider than the screen. Press <F2> again to shift back to the left.</p> |

<Esc> To exit the *View label* screen and return to the layout screen.

Press <Esc> and then press <Enter> to display the following screen:

Item labels (Layout)XYZ Company

Layout: A Sample Inventory Items

1. Field #

Available fields (* = used)

Fld#	Description	Fld#	Description
51.	Alt unit 2 sale price	56.	Item location code
52.	ABC code	57.	Maximum quantity
53.	Back order code	58.	Reorder level
54.	Warranty code	*59.	Last sold on (item)
55.	Warranty grace period	60.	Last sold on (warehouse)

Enter fld #, PgUp/PgDn for more fields, leave blank for text, <F1> = see layout

Inserting Label Text

You can enter text and position it where you want it to print on each label. For instance, you would probably want to print the text *Item #:* next to the *Item number* field on each label. You can also use this option to print dashed lines (-----) or symbols on your labels.

To insert text, press <Enter> at *Field #*.

This enables you to enter text and position it where you want it to print for each label. For instance, you might want to print the caption *Item #*, next to the *item number* field on each label.

Item labels (Layout)XYZ Company

Layout: A Sample Inventory Items

1. Field # Text

2. Row

3. Column

4. Text

5. Suppress ?

Available fields (* = used)

Fld#	Description	Fld#	Description
51.	Alt unit 2 sale price	56.	Item location code
52.	ABC code	57.	Maximum quantity
53.	Back order code	58.	Reorder level
54.	Warranty code	*59.	Last sold on (item)
55.	Warranty grace period	60.	Last sold on (warehouse)

Enter row # from 1 through 10

Enter text information as follows:

1. Field

Text appears in this field, to indicate that you are working with text rather than fields.

2. Row

Enter the row in which you want the text to print.

Format 99
Example Type: 2

3. Column

Enter the column in which you want the text to begin printing.

Format 99
Example Type: 5

A ruler appears, with numbers starting at the column you specified above, and extending up to 40 columns. The ruler stops at the right-hand edge of your label, and thus may be shorter than 40 columns.

Format 40 characters
Example Type:Item #

4. Text

Enter the exact text you want to appear in that location.

5. Suppress ?

Answer Y if you want the text to be suppressed (not printed) when some field (to be specified next) is zero or blank. Answer N if you want to suppress the text.

Format One character, either Y or N. The default is N.
Example Press <Enter> for N.

For example, suppose you had specified that the text *Vendor-#* would be printed next to the *Vendor number* field value on your label. To prevent the *Vendor-#* text from printing for items that have no vendor, you would answer Y here.

Field

If you answered Y to *Suppress?*, enter the number of the field that, when zero or blank, will cause the text not to print.

If you have not already selected this field to print on the label, you get a warning message. However, your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the label.

Changing or Deleting Text

To delete a text entry, or change the location or wording of text you have entered, display the text screen by pressing <Enter> at *Field #*.

A screen similar to this displays:

Item Labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # Text

2. Row

3. Column

4. Text

5. Suppress ?

Row	Col	Text	Text previously entered	Suppress ?	Field #
2	5	Sample Text		N	

Enter row # from 1 through 10

A window shows information on the text entries already entered.

To delete a text entry, enter its row and column number, then press <F3>.

To change the wording of the text, enter its row and column number, select field #4, and enter the new wording. You can also change the *Suppress?* information by selecting field #5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select field number 2 or 3 and enter the new row or column number.

Example Press <Enter> at *Field number to change ?* to leave the text unchanged.

Modifying Fields

Sometimes you may need to change the appearance or print location of a field that you have already selected to appear on your label. This section describes how to change a field's appearance or location, delete it, or print it in additional locations on the label.

The first step is to select the field you want to modify by entering its number at *Field #*.

Format 99

Example Type: 1 to reselect the *item number* field.

The screen now displays as follows:

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

1. Field # 1

2. Row

3. Column

4. Length to print (maximum = 15)

5. Justify

Field: Item number	Field usage	(alphanumeric)
1. Row: 2	Column: 10	
2. Row:	Column:	
3. Row:	Column:	
4. Row:	Column:	

Fld#	Description
* 1.	Item number
2.	Bar code
3.	Description line 1
4.	Description line 2
5.	Description line 3
8.	Product sub-category
9.	Track method
10.	Stocking unit of measure

Enter row # from 1 through 10

The *Field usage* window shows how many times you have used this particular field in your label and where you have used it. You can use each field up to four times. In this example, Item number has only been used one time -- in row 2, column 10.

Now select the usage of the field you wish to modify by entering its row in *Row*, and its column number in *Column*.

Format 99 in each field

Example Enter 2 for *Row*, then enter 10 for *Column*.

For instance, if you choose Row 2, Column 13 in this example and change the column to column 16, the screen displays similar to this:

Use *Field number to change ?* to change any of the information about this field,

Options

You may also use the options:

<F1> To view the label

<F2> To delete this particular usage. Any other usages will not be affected.

Example Enter 3 at *Field number to change ?* to enter a new column. Enter 11 for column so that the *Item number* field will now print in column 11 of the label. Press <F1> if you want to view the change in location for *Item number*.

After making changes, press <Enter> at *Field number to change ?* and you will be back at *Field #* ready to select another field.

Printing Fields

You can print any field in up to 4 different locations on the label.

To use a field again, enter its number at *Field #*.

Example Type: 1 to reselect the *Item number* field.

The screen now displays similar to the following:

Item labels (Layout) XYZ Company

Layout: A Sample Inventory Items

- Field # 1
- Row
- Column
- Length to print (maximum = 15)
- Justify

Field: Item number	Field usage
1. Row: 2	Column: (alphanumeric)
2. Row:	Column: 10
3. Row:	Column:
4. Row:	Column:

Fld#	Description
* 1.	Item number
2.	Bar code
3.	Description line 1
4.	Description line 2
5.	Description line 3
8.	Product sub-category
9.	Track method
10.	Stocking unit of measure

Enter row # from 1 through 10

Enter the new location (row and column), and the remaining information to specify how to print the field in its new location. When you print your labels, this field will print in all of the locations that you have specified.

Example Enter 5 for *Row* and 16 for *Column*. Press <Enter> to accept the defaults for *Length to print* and *Justify*. Then press <F1> to view both usages of *Item number* on your label. Press <Esc> so that this second usage is not saved.

PRINTING LAYOUT LISTS

This selection prints a report that lists the label layouts you have entered for one or more labels. For each label layout listed, it shows you the label's general appearance information and the information specifying the appearance and location of each field on the label.

After you have entered all of the layout information for your label, we recommend that you print this report so that you can view all of the layout specifications together at once. Based on the information in the report, you can make adjustments and corrections to your label layout before using *Test* to print a test label.

Select

Layout list from the *Item labels* menu.

The following screen displays:

Item labels (Layout list) XYZ Company

1. Starting label #

2. Ending label #

3. Start each format
on separate page ?

<F2> = "First"

1. Starting label # and

2. Ending label

Enter the range of label numbers for which to print the list. Follow the screen instructions.

Format Three characters

Example Press <F2> at each field for *First* and *Last*.

3. Start each format on separate page ?

Answer Y to print each format on a new page. Otherwise, answer N.

TESTING LABEL LAYOUTS

Use this selection to test your label layout. It will print a *test* label, substituting X's for each field that you have selected to print on the label.

For example, if you have selected the *Item number* field to appear in row 1 at column 12, and to print its full length of 15 characters, the test label will have XXXXXXXXXXXXXXXXX printed on row 1, starting at column 12.

This feature is useful for verifying a new label layout prior to actual use and for checking printer alignment.

Select

Test from the *Item labels* menu.

The following screen displays:

Item labels (test) XYZ Company

Label to test

<F1> = next label format, <SF1> = previous label format

Enter the following information:

Label to test

Enter the number of the layout you want to test.

Options

You may also use the options:

- | | |
|---------|--|
| <F1> | For the next layout on file |
| <SF1> | For the previous layout |
| Format | Three characters |
| Example | Type: A to access the layout example previously created. |

You will be prompted with *Any change?*. Make any needed change. If you enter N, the test label will print.

COPYING LABEL LAYOUTS

This selection copies a label layout to a new one.

You can use this selection to quickly produce a new label layout by copying an existing layout that is similar to the new one. After copying the label, tailor the new layout as described in the [Modifying Fields](#) section.

Select

Copy from the *Item labels* menu.

The following screen displays:

Item labels (Copy) XYZ Company

1. Copy from layout #

2. Copy to layout #

<F1> = next format, <SF1> = previous format

Enter the following information:

1. Copy from layout

Enter the number of the layout you wish to copy.

Options

You may also use the following options:

<F1> For the next layout on file

<SF1> For the previous layout

Format Three characters

Example Type: A to access the layout example previously created.

2. Copy to layout

Enter the number to assign to the new layout. You may not copy over an existing layout.

Format Three characters

Example Type: B to create a new layout.



Make any needed changes. When you press <Enter>, the layout is copied. A message informs you that processing is occurring.

Inventory Transactions

This chapter contains the following topics:

<u>Introduction to Inventory Transactions</u>
<u>Entering Inventory Transactions</u>
<u>Entering Adjustments</u>
<u>Entering Sales and Credit Memos</u>
<u>Entering Transfers</u>
<u>Kit Assembly Entries</u> <u>Kit Assembly Entries</u>
<u>Entering Component Usage Transactions</u>
<u>Entering Job Usage Transactions</u>
<u>Data Import</u>
<u>Importing Receivings and Transfers</u>
<u>Printing Inventory Edit Lists</u>
<u>Posting Inventory Transactions</u>
<u>Distributions to General Ledger</u>
<u>Cost Correction Notes</u>
<u>Hardware Failure During Posting</u>

INTRODUCTION TO INVENTORY TRANSACTIONS

Use this selection to enter inventory transactions, or to import receiving or transfer transactions from an external disk file. Once the transactions are entered (or imported) and verified to be correct, you can post them to the permanent I/C files.

There are eight different types of transactions that can be processed in *Inventory*:

- Receivings
- Sales
- Credit memos
- Adjustments
- Transfers (under multi-warehousing)
- Kit assembly (if kits are used)
- Component usage (if kits are used)
- Job usage (if Job Cost is used)

Processing of inventory transactions varies depending upon whether you have selected Average cost, LIFO or FIFO, or Standard cost in your I/C Control file.

Average cost is discussed in this chapter. Additional information on processing inventory transactions under LIFO, FIFO, and standard cost can be found in the appendix titled LIFO/FIFO Cost Valuation. The standard cost method itself is documented in the appendix titled Standard Cost Valuation.

There are other transaction sources besides *Inventory*. Kit assembly and component usage are generated from work orders and are not entered here. Adjustments can be generated by expanded physical count. Sales and credit memos can be generated from Order Entry and Accounts Receivable. Receivings can also be generated from Purchase Order.

Note that references to warehouses apply only when multi-warehousing is being used.

When inventory transactions are entered for serialized or lot-controlled items, related serial transactions are automatically created. The serial transactions are automatically posted when the associated inventory transactions are posted. (These serial transactions are not accessible through the *Serial numbers* selection.)

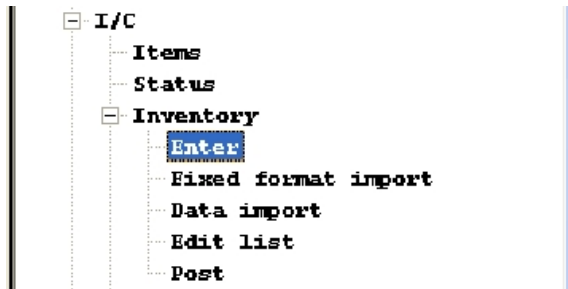
Correcting entries: You can press <F5> at the *Field number to change ?* question to mark any inventory transaction that will be passed to G/L as a correcting entry. Refer to the Control Information chapter in the G/L User documentation for more information.

ENTERING INVENTORY TRANSACTIONS

Select

Inventory from the I/C menu.

A screen displaying the following five Passport Business Solutions inventory selections will be displayed:



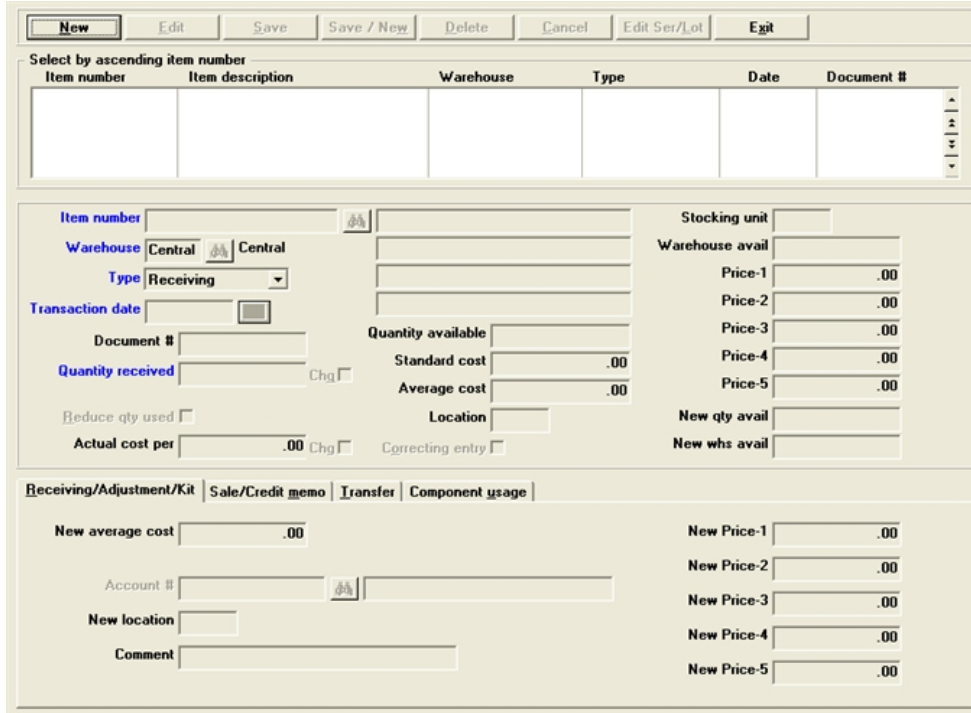
- *Enter* enables transactions to be entered and (until they are posted) modified or deleted.
- *Fixed format import* does the receiving and transfer of transactions that can be automatically imported into the Inventory Transaction file from a file that is not normally part of the Inventory control system. The *Fixed format import* is included with the I/C system.
- *Data import* allows you to import any file that is a fixed length or csv format. It is a separate product and requires that you licence Data Import Manager.
- *Edit list* produces a list of the transactions prior to posting. Edit lists are optional and can be printed as often as desired until the entries are posted.
- *Post* does the actual posting of the transactions and prints a permanent register.

You can work with both new and existing transactions.

Select

Enter from the *Inventory* menu.

Graphical Mode



The screenshot shows the 'Graphical Mode' interface for inventory transactions. At the top, there is a menu bar with buttons: New, Edit, Save, Save / New, Delete, Cancel, Edit Ser/Lot, and Exit. Below this is a table titled 'Select by ascending item number' with columns: Item number, Item description, Warehouse, Type, Date, and Document #. The main area contains several input fields and checkboxes for transaction details, including Item number, Warehouse (Central), Type (Receiving), Transaction date, Document #, Quantity received, Actual cost per, and various cost and price fields (Standard cost, Average cost, Price-1 through Price-5). There are also checkboxes for 'Reduce qty used', 'Chg', and 'Correcting entry'. At the bottom, there is a tabbed interface with 'Receiving/Adjustment/Kit' selected, showing 'New average cost' and 'New Price-1' through 'New Price-5'.

Transaction List Box

The list box displays up to 6 inventory transactions at a time. You may sort the transactions by item number in ascending or descending order. Only column names in **red** may be sorted. To change the sort direction or field either click on the column name or the arrow to the right of the column name or use the View menu options.

To locate an inventory transaction, start typing the item number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys function the same as the up/down arrow keys.

Inventory transactions that display in the list box are available for changes or deletion. The fields for the selected item display in the lower part of the screen.

When an inventory transaction is found, you may select the <Enter> key or Edit button to start editing.

Inventory Transaction Buttons

The buttons at the top of the screen and keyboard equivalents do the following:

Button	Keyboard	Description
New	Alt+n	For adding a new inventory transaction
Edit	Alt+e	For editing an existing inventory transaction

Save	Alt+s	For saving a new item or changes to an existing inventory transaction
Save/New	Alt+w	This button combines the Save and New buttons by first saving the item and then starting a new inventory transaction
Cancel	Alt+c	To cancel the editing or adding of an inventory transaction
Exit	Alt+x	To exit the screen. Exit works like cancel when you are adding or editing an inventory transaction

Character Mode

The following screen displays:

Inventory (Enter) XYZ Company

1. Item #

Warehouse

2. Type Stocking unit

3. Transaction date

4. Document #

New qty avail
New whs avail

<F1> = next entry, <SF1> = previous entry, <F2> = next item
<SF2> = previous item, blank = look up by description

Enter the following information:

Item number

Entering the Item for a New Transaction

Enter the item number or select <Enter> to lookup the item by description.

Options

You may also use the options:

<F2>	For the next item in item number order
<SF2>	For the previous item number
<F8> or click on binoculars button	To look up the item by number or on the description field by description

If you are using multi-warehousing, the cursor moves to the *Warehouse* field.

For an Existing Transaction in Character Mode Only

Enter the item number, warehouse code (if you are using multi-warehousing), and transaction type for the transaction you wish to change.

Options

You can also use the options:

<F1> To find the next transaction

<SF1> For the previous transaction

If there is no matching transaction on file, continue entry as if this were a new transaction.

Warehouse

This field appears only if you are using multi-warehousing.

Specify which warehouse is involved in the transaction. Enter the warehouse, or press <Enter> for the *Central* warehouse.

If this is a transfer, enter the warehouse code of the sending warehouse (the one the item is being sent from), or press <Enter> for the *Central* warehouse.

Type

Enter one of the following transaction types:

Receiving	Receivings must be entered here unless you are licensed for Purchase order. See the Purchase order documentation for more information.
Sale	Sales can be entered here, but are normally handled through A/R Invoicing, O/E orders or P/S transactions
Credit memo	Credit memos can be entered here, but are normally handled through A/R Invoicing, O/E orders or P/S transactions
Transfer	Available only if using multi-warehousing
Adjustment	Adjustment
Kit assembly	Available only if using kits
Component usage	Available only if using kits
Job usage	Available only if using Job Cost with I/C

After the first transaction is entered, for subsequent transactions, this field defaults to the type entered for the prior transaction.

The fields to be entered from this point forward depend on the transaction type you specify in this field. Each of the types is shown in the following sections.

If you are using Purchase Order, receivings should be entered alternatively using the Receivings selection in P/O. When the receivings are posted in P/O, inventory receivings transactions are generated automatically.

Receivings

Graphical Mode

After you select *Receiving*, the following screen displays:

Select by ascending item number					
Item number	Item description	Warehouse	Type	Date	Document #

Item number	1	Drill, 1/4", Power	Stocking unit	EACH
Warehouse	Central	Blue, Red, Green and	Warehouse avail	1,669,873
Type	Receiving	Black Handles	Price-1	50.00
Transaction date	12/13/2010	Best in the business!	Price-2	49.00
Document #		Quantity available	Price-3	48.00
Quantity received		Standard cost	Price-4	47.00
		Average cost	Price-5	46.00
		Location	New qty avail	1,620,068
			New whs avail	1,669,873

Receiving/Adjustment/Kit		Sale/Credit memo		Transfer		Component usage	
New average cost	25.53102	New Price-1	.00	New Price-2	.00	New Price-3	.00
Account #		New Price-4	.00	New Price-5	.00		
New location							
Comment							

<F5> = correcting

The ReceivingAdjustment/Kit tab displays.

Character Mode

After you select R for *Receivings*, the following screen displays:

Inventory (Enter)		XYZ Company	
1. Item #	1	Drill, 1/4" Power Hand	
Warehouse	Central Central		
2. Type	Receiving		
Quantity avail	965	Stocking unit	EACH
Top layer LIFO cost	12.00	Whs avail	825
Top layer LIFO qty	100	Price-1	55.00
Location		Price-2	53.50
		Price-3	51.00
		Price-4	0.00
		Price-5	0.00
3. Transaction date	30104	New qty avail	
4. Document #		New whs avail	
5. Quantity received			
6. Actual cost			
7. New price-1			
8. New price-2			
9. New price-3			
10. New price-4		12. New location	
11. New price-5		13. Comment	

A receiving enables you to enter additions to your inventory.

Adjustments are explained in this section as well, because of their similarity to receivings, but receivings will be considered first.

This section will be the only one to describe each field on the screen. Subsequent sections avoid much repetition by describing only what is different about the transaction type. Anything stated here about any field on the receivings screen applies to the same field on the other transaction types. Exceptions are noted as they occur.

Note

If you are using Purchase Order, receivings may be entered using this Inventory selection, but are normally entered using the Receivings selection in P/O. When these receivings are posted in P/O, inventory receivings transactions are generated automatically and posted.

Quantity avail

This is the sum of the quantities at all warehouses.

Average cost

This is the computed average actual cost for all items currently in inventory, as reported at the time of receipt. If serialized unit costing is in effect (for which refer to the Serial Inventory chapter), the average cost does not reflect the individual unit costs.

Replacement cost

The Replacement cost displayed is that found in the Item file. Refer to the *Items* chapter for a definition. This field does not display when Standard cost is the inventory valuation method.

Whs avail

This displays the quantity available at the warehouse. There may be more stocking item.

Price-1, Price-2, Price-3, Price-4, Price-5

These show the prices charged.

Enter the information as follows:

Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or press <Enter> to use the date shown.

It is important to make any necessary change to *Transaction date* as the transaction is being added. The transaction date cannot be changed in an existing transaction.

Format MMDDYY, or use the option
Example Press <Enter> to accept the system date

Document

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter a document number and press <Enter> to accept the default.

Options

You may also use the options:

<Enter> To use the previously entered document number.

<F1> For the next entry matching the item, type, and transaction date entered.

Quantity received

This is the quantity received, where Unit represents the unit defined for this item. (Each, Gal, Tons etc.) Zero and negative quantities are not accepted, nor can the unit be changed. For serialized items, the unit should be *Each* and the quantity should not be fractional (that is, there should be no digits to the right of the decimal).

Enter the number of stocking units received, or press <F2> for an item with alternate units defined, to enter the quantity in an alternate unit.

If you press <F2>, a window displays for you to enter the quantity and actual cost per alternate unit. Press <F2> again to switch to a different alternate unit or stocking unit for the item.

If you enter the quantity and actual cost as an alternate unit, the equivalent number of stocking units and the cost per stocking unit is also displayed in the window. Upon leaving the window, the stocking unit equivalents are displayed.

The name of this field varies depending on the entry type, and will appear on different screens as *quantity adjusted*, *quantity credited*, etc. It is entered as a positive value in all cases, except that Adjustments and Job Usage permit either positive or negative entries.

Enter the number of units received.

You cannot enter zero in this field. A negative quantity or a decimal quantity may be entered for items that are not serialized or lot-controlled.

The new total quantity available and the new quantity available at this warehouse are updated automatically.

After entering a receiving the New qty avail field is updated. However this is temporary.

Format 99999999.99999

Example Type: 40, and then press <Enter>

Actual cost per (stocking unit)

Enter the actual cost of this item per your stocking unit or press <F2> to default to the replacement cost.

If the item's quantity on hand and average cost are zero in the Item file, the average cost you enter here is automatically updated in the Item file when you complete entry of the receiving.

If you entered *Quantity received* in an alternate unit, the *Actual cost* is also entered per alternate unit.

Format 99999999.99999

Example Press <F2>

Correcting entry

Check this box if this is a correcting entry. Leave it unchecked if it is not.

Format Check box where checked is yes and unchecked is no

Example Select <Enter> to leave it unchecked

New location

This field initially displays the location. Changes to these fields can be made when *Field number to change ?* displays.

When this transaction is posted, any new prices and location you have entered here update the applicable fields in the item record.

Format Enter up to four characters

Example Press <Enter> for *Central* warehouse

Comment

Enter any comment you wish about this receiving.

Form Enter up to 25 characters

Example Type: Partial Receiving

New Price-1 through New Price-5

These five fields initially displays the new prices. Changes to these fields can be made when the *Field number to change ?* prompt appears.

Format 99999999.99999

If you entered *Quantity received* in an alternate unit, specially formatted text about the alternate unit automatically displays here.

Make any needed changes or press <F5> to flag this entry as a correcting entry or to remove that flag if present.

Serialized and Lot Items

For an existing transaction for a serialized item, you are then asked if you wish to change the related serial number information.

If you answer Y, or if you are entering a new transaction for a serialized item, a window appears for entry of information for each serial number.

Serialized Items

The window appears similar to this:

Graphical Mode

The cursor will be at the Serial # field.

Character Mode

A window displays similar to this:

A serial number must be specified for each unit received prior to posting the transaction.

The number of serial numbers remaining to be entered displays at the top of the window.

Enter the information as follows:

Serial

For new serial entries

Enter the serial number of the first item, or press <Esc> to terminate serial number entry prior to entering a serial number for each unit received.

Format Enter up to 15 digits

Options

If the quantity received is greater than 1, after entering the first serial number, you may use one of these options:

- <F1> To display the next serial number already entered for this transaction
- <F2> To automatically increment the previous serial number (the next consecutive serial number)
- To automatically increment the previous serial number by one for each remaining unit received.
- <F5> When assigning consecutive serial numbers (alpha or numeric), the system will assign the numbers only until the significant specified digits are used. For example, start with #10 as the first serial number and receive 100 assigning consecutive numbers. The system stops at 99 because only two digits are specified.
- <Esc> To terminate serial number entry prior to entering a serial number for each unit received

If you press <Esc> to terminate serial number entry prematurely, a message informs you that all serial numbers are not entered. You are then given three choices:

Continue

Resume serial number entry for this transaction.

Exit

Terminate serial number entry for this transaction, even though all serial numbers are not entered. To complete serial number entry prior to posting a transaction, refer to the *For an existing serial entry* instructions below.

Abort

The entire inventory transaction is canceled and removed from the file. The Inventory screen appears to enter a new transaction.

When the receivings are posted, the serial numbers entered here are recorded in the Serial file with an *unsold* status.

For existing serial entries

To change a serial number, enter the serial number for which information is to be changed, or press <F1> to display the next serial number for this transaction.

To add a serial number, enter the serial number in the normal manner. The screen shows the number of *Serials to add* if the *Quantity received* is greater than the serial numbers already entered.)

To delete a serial number, enter the serial number to be deleted or press <F3> to delete the serial number for this transaction.

When the serial number to be deleted is displayed, press F3 to delete it. You are asked to confirm the deletion.

New/Used

Press <Enter> to default to N if the item is new, or type U to indicate this item is used.

After the first serial number has been entered, you may also press <F2> to assign the same values as the prior serial number to this and the remaining fields.

P.O.

Enter the purchase order number under which this item was bought, press <Enter> for the first serial number, to default to the *Document #* entry. For subsequent serial numbers, to default to the P.O. number entered for the prior serial number.

Format Up to 15 digits or use the option

Example Press <Enter>.

This field is used when printing the Flooring Report. If your inventory is financed, you may use this field to identify the finance company for this serial number.

Source

Enter the source from which this serial number was obtained, or press <Enter> for the first serial number to default to the vendor number for the item.

For subsequent serial numbers, to default to the *Source* entry for the prior serial number.

This field is used when printing the Flooring Report. If your inventory is financed, you may use this field to identify the finance company for this serial number.

Reference

Enter any remark you wish for this specific serial number.

Options

You may also use the options:

<Enter>	To leave this field blank
<F1>	For the first serial number, to default to the first 20 characters of the <i>Comment</i> field. For subsequent serial numbers, to default to the <i>Reference</i> entry for the prior serial number.
Format	Up to 20 digits or use the option
Example	Press <Enter>

Make changes as usual. The serial fields then clear for entry of the next serial number. Press <Esc> at *Serial #* when completed entering the serial numbers for the receiving.

Example	Enter these four serial numbers to complete the receiving: DS4558, DS4559, DS4560, DS4599. Press <F2> at <i>New/Used</i> for each to default the remaining fields to the same entries as the prior serial number
---------	---

Lot-controlled Items

For an existing transaction for a lot-controlled item, you are then asked if you wish to change the related lot number information.

If you answer Yes, or if you are entering a new transaction for a lot-controlled item, a window appears for entry of information for each lot number.

For lot-controlled items, the quantity received must be fully allocated to one or more lot numbers prior to posting the transaction. The quantity allocated cannot exceed the quantity received.

The quantity remaining to be allocated displays at the top of tab.

Enter the information as follows:

Lot number

For new lot number entries

Enter the first lot number, or press <Esc> to terminate lot number entry prior to fully allocating the quantity received.

Options

If the quantity received is allocated to more than one lot number, after entering the first lot number, you may use one of these options:

- | | |
|-------|--|
| <F1> | To display the next lot number already entered for this transaction |
| <F2> | To automatically increment the previous lot number (next consecutive lot number) |
| <Esc> | To terminate lot number entry prior to fully allocating the quantity received |

Character Mode

If you press <Esc> to terminate lot entry prematurely, a message informs you that lot allocation is incomplete. You are then given three choices:

Continue

Resume lot number entry for this transaction.

Exit

Terminate lot number entry for this transaction, even though the quantity received has not been fully allocated. To complete lot number allocation prior to posting a transaction, refer to the *For an existing lot number entry* instructions below.

Abort

The entire inventory transaction is canceled and removed from the file. The Inventory screen appears to enter a new transaction.

For existing lot number entries

To change a lot number, enter the lot number for which information is to be changed, or press <F1> to display the next lot number for this transaction.

To add a lot number, enter the lot number in the normal manner. The screen shows the *Qty to allocate* if the *Quantity received* is greater than the lot number allocations already entered.

To delete a lot number, enter the lot number to be deleted or press <F1> to display the next lot number for this transaction.

When the lot number to be deleted is displayed, press <F3> to delete it. You are asked to confirm the deletion.

Quantity

Enter the quantity received of this lot number, or press <F1> to use the remaining quantity to allocate.

Format 99999999.99999

Example Enter the quantity or use the option

The *Qty to allocate* is updated automatically.

P.O.

Enter the purchase order number under which this item was bought.

Options

You may also use the options:

- | | |
|---------|---|
| <Enter> | For the first lot number, to default to the <i>Document #</i> entry. For subsequent lot numbers, to default to the P.O. number entered for the prior lot number |
| <F2> | To default this field and the remaining fields to the values entered for the prior lot number |

Source

Enter the source from which this lot number was obtained, or press <Enter> to default to the vendor number for the item. For subsequent lot numbers, to default to the source entered for the prior lot number.

Format Up to six characters or use the option

Example Press <Enter>

Reference

Enter any remark you wish for this specific lot number.

Options

You may also use the options:

- | | |
|---------|---|
| <Enter> | To leave this field blank |
| <F1> | For the first lot number, to default to the first 20 characters of Comment. For subsequent lot numbers, to default to the <i>Reference</i> entry for the prior lot number |

Make changes as usual. Click on the Save button or select <Alt+s>.

Press <Esc> at *Lot number* when completed entering the lot numbers for the receiving.

Example

Type 834W for the next lot number, press <F1> at *Quantity* to use the remaining 20 gallons, press <Enter> at *P.O. #* and *Source* to accept previous values, and type 20 Gal rec'd as the reference text for this lot number

When completed entering the receivings, exit the Enter screen, print an edit list, and post the transactions. Return to Inventory (Enter) and this point in the documentation when posting completes.

ENTERING ADJUSTMENTS

An adjustment allows the quantity-on-hand values to be adjusted so that they reflect the actual physical count in your inventory.

In this way you can account for beginning inventory, breakage, theft, losses, incorrect receiving, over shipment, etc. Adjustments can increase or decrease the quantity on-hand of any item in your inventory.

Adjustments are entered only through this selection; unlike many of the other Inventory transactions they are never automatically generated by some other function.

Note

Fields already described above for Receivings are not repeated here except where some difference exists.

Begin by typing A for adjustment in field #1. Continue as follows:

For LIFO/FIFO, you will be asked, *Adjust a specific layer?*

The following screen appears:

Graphical Mode

New Edit Save Save / New Delete Cancel Edit Ser/Lot Exit							
Select by ascending item number							
Item number	Item description	Warehouse	Type	Date	Document #		
2	Hammer, 16 oz. Claw	Central Central	Sale	12/14/2010	213		
6	Motor, 2hp Submersible	Central Central	Sale	12/14/2010	213		

Item number	1	Drill, 1/4", Power	Stocking unit	EACH
Warehouse	Central	Blue, Red, Green and	Warehouse avail	69,866
Type	Adjustment	Black Handles	Price-1	50.00
Entry date	12/16/2010	Best in the business!	Price-2	49.00
Document #	213	Quantity available	Price-3	48.00
Quantity adjusted		Standard cost	Price-4	47.00
		Average cost	Price-5	46.00
		Location	New qty avail	20,067
		Correcting entry	New whs avail	69,866

Receiving/Adjustment/Kit		Sale/Credit memo		Transfer		Job usage		Component usage	
New average cost	25.53102	New Price-1							
Adj account #		New Price-2							
New location		New Price-3							
Comment		New Price-4							
		New Price-5							

<F5> = correcting

The ReceivingAdjustment/Kit tab displays.

Character Mode

```

Inventory (Enter)
1. Item # 1 Drill, 1/4" Power Hand
   Warehouse Central Central
2. Type Adjustment
   Quantity avail 965
   Top layer LIFO cost 12.00
   Top layer LIFO qty 100
   Location
3. Entry date 90104
4. Document #
5. Quantity adjusted
6. Actual cost
7. New price-1
8. New price-2
9. New price-3
10. New price-4
11. New price-5
   Stocking unit EACH
   Wbs avail 825
   Price-1 55.00
   Price-2 53.50
   Price-3 51.00
   Price-4 0.00
   Price-5 0.00
   New qty avail
   New wbs avail
12. Adj acct
13. New location
14. Comment

```

Entry Date

For LIFO/FIFO this field is called *Layer date* for adjustments to a specific layer.

Document

Enter the document number, just as for a receiving.

Format	Up to ten digits
--------	------------------

Quantity adjusted

Enter a positive or negative quantity.

Note	If the item is serialized, (1) Whole numbers are required (fractional quantities are not allowed, and (2) the quantity can be adjusted downwards only to the extent that the number of serialized units does not exceed quantity on hand.
Format	99999999.99999-

Format 999999999.99999-

Reduce qty used

This field only appears if:

- Control information specifies that kits are used, and
- You have entered a positive value in the preceding field.

This feature is provided to enable disassembly of kits after posting. If you are doing this, check this box . In all other cases unchecked is no.

Format Check box, checked is yes and unchecked is no

Actual cost for (unit)

Format	999999999.99999
--------	-----------------

Example Type 11.22

New price 1 to 5

These fields display current prices.

In character mode, they can be changed from *Field number to change ?*.

Adj account

Enter the adjustment account number. This must be a valid G/L account number.

New location

Enter the new location for the item.

Comment

This field allows entry of up to 25 characters for comments.

Average Cost Notes

Average cost is an attribute of the stocking item but cannot be changed through Items. Average cost is also not affected by Sales.

If it becomes necessary to change an average cost, do so through entries in Inventory. You may use upward or downward adjustments, or use receiving and credit memo entries.

The following equation determines the new average cost:

$$\frac{(\text{Item quantity on hand} \times \text{Item avg. cost}) + (\text{Entry quantity} \times \text{Entry Cost})}{(\text{Item quantity on hand} + \text{Entry Cost})}$$

Changing Average Cost

A simple way to change Average Cost is to use two entries in two separate posting runs:

- The first entry would adjust the quantity to zero.
- The second entry would adjust the quantity to the correct amount, and the average cost would become the cost entered for the second entry.

ENTERING SALES AND CREDIT MEMOS

Because of their similarity, both sales and credit memo transactions are described in this section. A sale will be entered first, then a credit memo.

Note

If you are using Accounts Receivable, sales and credit memos may be entered using this Inventory selection (if for some reason an invoice document is not desired), but are normally entered through the Invoices selection in A/R.

Sales

For an inventory transaction, type S. The following screen displays:

Graphical Mode

New Edit Save Save / New Delete Cancel Edit Ser/Lot Exit						
Select by ascending item number						
Item number ▲	Item description	Warehouse	Type	Date	Document #	
2	Hammer, 16 oz. Claw	Central Central	Sale	12/14/2010	213	▲
6	Motor, 2hp Submersible	Central Central	Sale	12/14/2010	213	▼

Item number	2	Hammer, 16 oz. Claw	Stocking unit	EA
Warehouse	Central	Central	Warehouse avail	594
Type	Sale		Price-1	26.50 /EA
Transaction date	12/14/2010		Price-2	25.50 /EA
Document #	213	Quantity available	Price-3	24.50 /EA
# of EA sold	1 Chg	Standard cost	Price-4	23.50 /EA
		Average cost	Price-5	20.00 /EA
Reduce qty used	<input type="checkbox"/>	Location	New qty avail	698
Std cost per EA	11.15 Chg	Correcting entry	New whs avail	594

Receiving/Adjustment/Kit	Sale/Credit memo	Transfer	Job usage	Component usage
Price per EA	26.50	Extended price	26.50	
Sub-account	000	Gross margin	15.35	
Comment				

<F1> = next inventory record, <SF1> = previous inventory record, <F3> = delete

The Sales/Credit memo tab displays.

Character Mode

```

Inventory (Enter)
1. Item # 1 XYZ Company Drill, 1/4" Power Hand
   Warehouse Central Central
2. Type Sale
   Quantity avail 965 Stocking unit EACH Whs avail 825
   Top layer LIFO cost 12.00 Price-1 55.00
   Top layer LIFO qty 100 Price-2 53.50
   Location Price-3 51.00
   Price-4 0.00
3. Transaction date 90104 Price-5 0.00
4. Document #
5. Quantity sold New qty avail
   New whs avail
6. Price for EACH Ext price
7. Actual cost for EACH
8. Comment
9. Sub account

```

Enter the information as follows:

Transaction date

Enter the date of the transaction, just as for a receiving.

It is important to make any necessary change to the *Transaction date* field as the transaction is being added. The transaction date cannot be changed in an existing transaction.

Format	MMDDYY
--------	--------

Document

Enter the document number, just as for a receiving.

Format	Up to ten digits
--------	------------------

**# of (unit of measure) sold or
Quantity sold**

Enter the quantity of this sale. When you enter this quantity, the new quantity available is automatically calculated and displayed.

Negative and zero quantity transactions are not allowed for sales.

Format 99999999.99999

Price per (stocking unit)

Enter the unit price, or press <F2> to use Price-1 for this item.

Note	Because I/C does not do conversions between stocking and pricing units, all sale quantities and prices must be entered in stocking units.
-------------	---

Format 9999999.999

Example Type the price or use the option

Actual cost for (overstocking unit)

No entry is allowed in this field for sales. The average cost for the item is automatically displayed.

If you are using serial costs (as specified in the *I/C Control file*) and this transaction is for a serialized item, the sale is costed at the specific serial item cost from the *Serial* file (if available), rather than the average cost from the Item file.

Comment

Enter any comment you wish about this sale.

Format Type up to 25 characters

Serialized Items

For an existing sale transaction for a serialized item, you are then asked if you wish to change the related serial number information.

If you answer Y, or if you are entering a new transaction for a serialized item, a window appears for entry of information for each sold serial number.

Entry is similar to entries to Receivings except for a sale you may also enter the Invoice #, Customer # and Warranty fields.

Automatically Created Transactions

Upon posting invoices in A/R, O/E and P/S, sales and credit memo inventory transactions are generated automatically and immediately posted to Inventory. They are therefore not available for modification or viewing by this selection.

Returned merchandise entered via the RMA selection of the O/E module are ultimately transferred as credit memos to the A/R module, and are processed by Inventory no differently from any other A/R or P/S credit memos.

Fields already described in the preceding Receivings and Adjustments section are not repeated here except where some difference exists.

For Average Cost

To illustrate adding sales and credit memos under average cost, enter the information as follows through the Enter screen: Begin by selecting Sale for the Type field.

Example Type: S for Sale

Price and Quantity Information

The software equates the selling item to its associated stocking item, and displays:

- The stocking unit
- The total quantity available at all warehouses
- Prices 1 through 6, with their selling unit
- The average cost (as computed from previous receivings)
- The replacement cost (as defined in Items)
- For LIFO/FIFO, the cost and quantity available from the top layer of history, as of the last posting. If no layers exists a statement displays to that effect.
- For Standard cost, standard cost displays.

Whs avail

The quantity available at that location displays as *Whs avail*.

The section [Entering Adjustments](#) shows a Sale resulting from your entries. The screen for a Credit Memo is identical except that:

- Field #3 is named *Transaction date* rather than *Entry date*.
- Field #5 is named *Quantity credited* rather than *Quantity sold*.

Continue entering information as follows:

Example Press <Enter> to use the current date.
Type: 155216 for Document #

Continue entering information as follows:

Quantity sold or Quantity credited

One or the other of these captions displays depending upon whether this is a sale or a credit memo.

Enter the quantity of this sale. When you enter this quantity, the new *qty avail* and *New whs avail* are automatically calculated and displayed.

If this item is serialized, the quantity must be a whole number.

Format 99999999.99999

Example Type: 10

For FIFO/LIFO

The number of units available in the top LIFO/FIFO layer displays above as part of the old information. If your sale quantity exceeds this amount, you will be using at least one new LIFO/FIFO layer to satisfy the sale quantity.

Price for (unit)

Unit represents the selling unit on file for this item.

Automatic calculation of sale price, contract price, or discounted price, such as occurs in the Invoices selection, is not available in the Inventory selection. This is because Inventory transactions are not specific to any particular customer.

Enter the unit price or press <F2> for Price-1.

Format 99999999.99999

Example Press <F2>

Ext price

The extended price appears automatically.

Actual cost per (unit)

For credit memos, actual cost must always be entered. For sales, this field is informational and contains the average cost, which cannot be changed.

LIFO/FIFO and Standard Costs

Standard cost sales are costed at the standard cost on file.

For LIFO/FIFO the exact actual cost per unit of the sale is determined by automatically running through enough LIFO/FIFO layers to satisfy the quantity of the sale. The total cost, represented by the layers to be relieved, is divided by the sale quantity to obtain the actual cost per unit. Unposted entries existing elsewhere for the same item do not affect the layers, so the cost of this item when it comes to be posted may vary from what you see now. To see the cost used for posting, print an edit list just before posting.

Comment

Enter any comment as follows, or press <Enter>.

Example Type: New Account for the comment

Cost Center (or Sub-account)

Format Your account structure as defined in Company Information

Example Press <Enter> to accept the default

At this point the screen is complete. Make any needed changes, or use the standard options as described for Receivings.

Example Post this entry using Post as described later in this chapter

To see the impact of your entries on the LIFO layers, post them and review the resulting Inventory Transaction Register. Post is described in [Posting Inventory Transactions](#).

Credit Memos

Follow the same procedure as for a Sale above and enter the information shown on the next screen. Specify C for *Type*.

Graphical Mode

New	Edit	Save	Save / New	Delete	Cancel	Edit Ser/Lot	Exit
-----	------	------	------------	--------	--------	--------------	------

Select by ascending item number

Item number	Item description	Warehouse	Type	Date	Document #
2	Hammer, 16 oz. Claw	Central "Not Ind"	Sale	12/14/2010	213
6	Motor, 2hp Submersible	Central "Not Ind"	Sale	12/14/2010	213

Item number	1	Drill, 1/4", Power	Stocking unit	EACH
Warehouse	Central	Blue, Red, Green and	Warehouse avail	69,852
Type	Credit memo	Black Handles	Price-1	50.00
Transaction date	12/17/2010	Best in the business!	Price-2	49.00
Document #	213	Quantity available	Price-3	48.00
Quantity credited		Standard cost	Price-4	47.00
		Average cost	Price-5	46.00
Reduce qty used	<input type="checkbox"/>	Location	New qty avail	20,067
Actual cost for EACH	.00	Correcting entry	New whs avail	69,852

Receiving/Adjustment/Kit	Sale/Credit memo	Transfer	Job usage	Component usage
Price for EACH	.00	Extended price	.00	
Sub-account	000	Gross margin	.00	
Comment				

The Sales/Credit Memo tab displays.

Character Mode

Inventory (Enter)		XYZ Company	
1. Item #	1	Drill, 1/4" Power Hand	
Warehouse	Central Central		
2. Type	Credit memo		
Quantity avail	965	Stocking unit	EACH
Top layer LIFO cost	12.00	Whs avail	825
Top layer LIFO qty	100	Price-1	55.00
Location		Price-2	53.50
		Price-3	51.00
		Price-4	0.00
		Price-5	0.00
3. Transaction date	9/01/04	New qty avail	967
4. Document #	155127	New whs avail	827
5. Quantity credited	2	Ext price	110.00
6. Price for EACH	55.00		
7. Actual cost for EACH	12.00		
8. Comment			
9. Sub account	100		
<F5> = correcting			
Field number to change ?			

Example Following the same procedure as for a receiving above,
enter the information shown on the next screen.
Specify C for *Type*

Example Post this entry using Post as described in [Posting Inventory Transactions](#)

ENTERING TRANSFERS

If you are using single-warehousing, skip to the Adjustments section.

This section describes how transfers between warehouses are handled. This is available if you are using multi-warehousing.

Specify T for Type and the following screen displays:

Graphical Mode

New
Edit
Save
Save / New
Delete
Cancel
Edit Ser/Lot
Exit

Select by ascending item number

Item number	Item description	Warehouse	Type	Date	Document #

Item number
1

Warehouse-1
Central

Type
Transfer

Transaction date
12/17/2010

Document #
213

Quantity transferred

Reduce qty used

Actual cost

Drill, 1/4", Power

Blue, Red, Green and
Black Handles

Best in the business!

Quantity available
-56,237

Average cost

Replacement cost

Location
1

Correcting entry

Stocking unit
EACH

Whs avail Whs-1
47,273

Whs avail Whs-2
47,273

Price-2

Price-3

Price-4

Price-5

New avail Whs-1

New avail Whs-2

Receiving/Adjustment/Kit
Sale/Credit memo
Transfer
Job usage
Component usage

To warehouse-2

Comment

Character Mode

Inventory (Enter)

1. Item #
Warehouse-1

2. Type
To warehouse-2

3. Transaction date
4. Document #
5. Qty transferred
6. Comment

1
Central Central

Transfer

XYZ Company
Drill, 1/4" Power Hand

Stocking unit EACH

New avail Wh-1
Wh-2

Item #

Format 15 characters

Enter the item number or description, or scan the bar code, as for a receiving.

Warehouse-1

Format Two characters

Enter the warehouse code of the sending warehouse (the one the item is being sent from), or press <Enter> for the *Central* warehouse.

Type

Enter the transaction type for a transfer.

Format One character

When a transfer is specified for *Type*, *Warehouse* changes to *Warehouse-1*, and you are asked to enter:

To warehouse-2

Format Up to two digits

Warehouse-2 designates the receiving warehouse. Enter the warehouse code or press <Enter> for the *Central* warehouse.

At this point, existing information displays as follows:

Quantity avail

This is the sum of available quantities for all warehouses.

Whs avail Wh-1

This is the available quantity of the item at the sending warehouse.

Whs avail Wh-2

This is the available quantity at the receiving warehouse.

Enter the remaining information as follows:

Transaction date

Format MMDDYY

Enter the date of the transaction, just as for a receiving.

As with other transaction types, make any necessary change to *Transaction date* at this point. The transaction date cannot be changed in an existing transaction.

Document #

Format Up to ten characters

Enter the document number, just as for a receiving.

Quantity transferred

Enter the quantity transferred (in stocking units). Negative or zero quantities are not accepted. Fractional quantities are not accepted for serialized items.

Format 99999999.99999

When this field is entered, the new available quantities at the sending (Wh-1) and receiving (Wh-2) warehouses display.

New avail wh-1 and New avail wh-2

These are the new available quantities of the item at the sending and receiving locations, respectively. This information appears when the quantity is entered.

Comment

Format 25 characters

Enter any comments you wish about this transfer.

KIT ASSEMBLY ENTRIES

If you do not use kits, proceed to the Job Usage Entries section called [Entering Job Usage Transactions](#)

The transaction types K (kit assembly) and U (component usage) are used only if you specified in *Control information* that you are using kits and you use work orders to assemble kits.

Kit assembly transactions are created automatically when work orders are closed and when immediate work orders are issued. Kit assembly transactions cannot be entered (or deleted) through *Inventory*. Also, you do not enter any kit assembly transactions.

When a kit assembly transaction is posted, the *quantity assembled* (as shown on the entry screen) is used to increase the quantity on hand of the kit-item. Therefore, a kit assembly transaction is the manufacturing counterpart of a receiving transaction used to enter a quantity received of goods purchased for resale.

This screen is intended for viewing or changing kit assembly transactions. You can not enter or delete them from this screen. You can change them only to the extent of changing the comment.

The screen that appears in *Inventory* is similar to the screen for receivings, except that:

- *Qty assembled* is shown for kit assembly instead of *Qty received*
- a *WIP account #* (Work in Process) is displayed

Fields already described in the *Receivings* and *Adjustments* sections are not repeated here except where a difference exists.

Begin by selecting Kit assembly for the *Type* field.

Example Type: K for type

Document

Issue work orders creates document numbers for each kit assembly entry by prefixing *W/O* to the 6-digit work order number. Enter the following:

Format Up to ten characters

Example Type:W/O-000001

There are 2 fields that can be edited for a kit assembly:

New location

Enter the new location for the kit.

Comment

Format 25 characters

Enter any comments you wish about this kit assembly.

ENTERING COMPONENT USAGE TRANSACTIONS

You may select a Component usage transaction type only if you chose in Control information to use kits. Refer to the chapters on *Kits* and *Work Orders*, for details on these subjects

Component usage transactions are created automatically when work orders are issued. Component usage transactions cannot be entered (or deleted) through *Inventory*.

When a component usage transaction is posted, the *# used* (as shown on the entry screen) is subtracted from the quantity on hand of the component item and the *Qty used PTD* and *Qty used YTD* of the component item are increased. Thus, a component usage transaction is similar to a downward adjustment, except it represents a usage of the inventory to construct a kit as opposed to a downward adjustment for some other reason.

You can use *Inventory* to view kit assembly transactions. Changes can be made to the *Comment* field.

The screen that appears in *Inventory* is similar to the screen for downward adjustments, except that:

- *# used* is shown for kit assembly instead of *# adjusted*
- *WIP account #* is shown instead of *Adj. acct*

Fields already described in the *Receivings* and *Adjustments* sections are not repeated here except where a difference exists.

Example Type:U for Type

Document

Issue work orders creates document numbers for kit assembly entries by prefixing *W/O* to the 6-digit work order number. Enter the document number:

Format Up to ten characters

Example Type:W/O-000001

Quantity used

The new quantity available and new warehouse available are automatically calculated and displayed.

Comment

Format 25 characters

This is the only field that can be changed. Enter any comments you wish about this kit assembly.

ENTERING JOB USAGE TRANSACTIONS

This section applies only if Job Cost is interfaced to I/C. If it isn't, skip to the section, [Printing Inventory Edit Lists](#).

Job Usage entries cause items to be allocated to a specific job or to be returned to inventory from that job. These processes resemble Adjustments in as much as the same screen can both increase or decrease quantity on hand.

Job usage transactions are created automatically in the Job Cost module but may also be entered by this Inventory transaction.

The transaction type J (job usage) is available only if you are using Job Cost with I/C.

Fields already described in previous sections above are not repeated here except where some difference exists.

Enter a positive value for usage of items on jobs, and a negative value to return items from jobs to inventory. Zero is not accepted.

Format 99999999.99999

6. Actual cost per (unit)

You may not change the actual cost of items sent to a job, but you may do so for items being returned to inventory.

Format 99999999.99999

7. Job

Enter the job number in which the item is being used, or from which the item is being returned to inventory. The job description and status appear.

If this job has sub-jobs and/or change orders, you are also asked to enter these numbers.

Format Up to seven characters

8. Cost item

Enter the cost item to which this transaction applies.

Format 999999999.99999

9. Job account

Enter the G/L account number for this job, or press <F2> to use the G/L account number assigned to the cost item entered above.

DATA IMPORT

Data import provides flexible field mapping, numeric conversion, date conversion and other options for converting field peculiarities. It has many more conversion options than the *Fixed format import*.

Data import will allow the importing of receivings, transfers, adjustments and layer adjustments.

A data import control record must be entered before this selection will operate properly. The control record contains field by field instructions for the importing of the file. See the *Data import* (DI_PBS.PDF) documentation for details on the set up of importing inventory transactions.

There must be no existing transactions on file to run this function.

Select

Data import from the *Inventory* menu.

Follow the instructions on the screen.

Use *Inventory (Edit list)* to print a report of the transactions after they are imported.

Use *Inventory (Enter)* to view or change transaction information after the import.

IMPORTING RECEIVINGS AND TRANSFERS

Receiving and Transfer transactions can be imported into the Inventory Transaction file from an outside source.

The field conversion specifications are somewhat limited using the *Fixed format import* menu selection. If you want much more flexibility when defining field mapping, numeric conversion, date conversion and other options to converting field peculiarities use *Data import*. *Data import* will allow the importing of receivings, transfers, adjustments and layer adjustments. See the *Data import* documentation for details.

Entering General Import Information

First, you must tell the system whether this is a receivings or a transfer transaction. Then, you must define the layout of the file that you wish to import.

Select

Fixed format import from the *Inventory* menu.

The following screen displays:

Inventory (Import) XYZ Company

1. Transaction type
2. Transaction date
3. Document number
4. Default comment

R = Receivings T = Transfers

1. Transaction type

Enter the transaction type, R or T.

Format One character

Example Type: R

The following screen displays:

Inventory (Import) XYZ Company

1. Transaction type **Receivings**

2. Transaction date

3. Document number

4. Default comment

5. Warehouse

2. Transaction date

Enter the date.

Format MMDDYY

Example Press <Enter> to default to the current date

3. Document number

Enter the document number for the import transaction.

Format Up to 10 characters

Example Type:Import

4. Default comment

Enter a comment.

Format Up to 25 characters

Example Press <Enter>

5. Warehouse

Enter a warehouse if applicable. Press <Enter> to default to Central warehouse.

Format Two characters

Example Press <Enter>

If you entered a Type T transaction type in Field 1, the following screen displays:

Inventory (Import) XYZ Company

1. Transaction type **Transfers**
2. Transaction date
3. Document number
4. Default comment
5. From warehouse
6. To warehouse

5. From warehouse, and

6. To warehouse

These fields allow you to enter the appropriate warehouse codes for the transfer.

Make any changes or press <Enter> at *Field number to change ?* to continue.

For a Receivings Import, the following screen displays:

Inventory (Import) XYZ Company

Transaction type: **Receivings** Warehouse: **Central**

1. Import filename
2. Field format
3. --- Item numbers ---
Primary lookup by
Secondary lookup by
4. --- Quantities ---
Use 1 if blank ?
Implied decimal places
5. --- Serial numbers ---
6. --- Lot numbers ---

Entering New Import Formats

Enter an import format in a similar manner for receivings and transfers, as follows:

1. Import filename

Enter the name of the file to be imported. If the import file is not in the top-level PBS folder (directory), include the drive letter or path name where it is located.

Format Up to 14 characters

Example Type: C:\IMPORT1.TXT

2. Field format

Format One character

Enter the letter that corresponds to the format of each field in a record of the import file.

Options

Enter the one of the following options:

- | | |
|---|--|
| D | If the data fields in a record are in variable starting columns, and are separated by a specific, <i>delimiting</i> character at the end of each field |
| F | if each data field in each record always begins in a specific, <i>fixed</i> column. |

If you specify a *delimited* field format, two additional fields display for you to further define the delimiting character.

Delimiting char

Format Two characters

Specify the ASCII character used at the end of each field to separate the fields in a record. The character should be entered in its two-character hexadecimal form.

The corresponding ASCII character is then displayed in quotation marks next to the hexadecimal entry.

Text in quotes?

Answer Y if the text fields in a record are enclosed in quotation marks. Otherwise, answer N.

Use the remaining fields on this screen to describe the item number, quantity, serial number, and lot number information in the import records. The fields that display depend on the field format that you entered in field #3.

Format One letter, either Y or N

Example Type: N and then press <enter>

3. Item numbers

Describe the method of determining item numbers, as follows:

Primary lookup by

Enter the letter corresponding to the first method to be used to locate each item number.

Enter I if the actual item number appears in the import record, or enter B if the item's bar code exists in the import record.

Format One letter, either I or B

Example Type: I and then press <enter>

Secondary lookup by

Enter the letter corresponding to the alternate method of locating the item number in each import record, or press <Enter> for no secondary lookup method.

During the import, the item number (or bar code) is initially looked up using the method specified for *Primary lookup by*. If a matching entry is not located using that method, the *Secondary lookup by* method is used.

Format One letter, either I or B
Example Type: I and then press <enter>

Field number

For *delimited* field formats, enter the relative field number of the item number (or bar code) in an import record.

For example, if you enter 4 for this field, the item number (or bar code) for each item would be found in the fourth field, and is preceded by three occurrences of the delimiting character specified above in field #3.

Format Enter up to two digits
Example Type: 10 and then press <Enter>

Start Position and Length

Length

For *fixed position* field formats, specify the starting column number and length of the item number (or bar code) field in an import record.

For example, if you enter a *Start position* of 15, and a *Length* of 10, the item number (or bar code) for each item would be found beginning at column 15 and extending for 10 characters.

4. Quantities

Describe the handling and location of the quantity in each import record, as follows:

Use 1 if blank?

Answer Y to import a default transaction quantity of 1 for any record whose quantity is spaces. Otherwise, answer N.

If you answer Y, any numeric quantity, including 0, is imported as the value in the record. If the quantity is spaces (blank), a quantity of 1 is imported. Non-numeric values that are not spaces are reported as errors.

If you answer N, numeric values are imported as usual. All non-numeric values, including spaces, are reported as errors.

Format One letter, either Y or N. There is no default
Example Type: Y and then press <Enter>

Implied decimal places

Enter the number of decimal places contained within the quantity to be imported, either 1, 2, or 3, or press <Enter> to default to 0 if the quantities are always expressed as whole numbers.

If the quantity to be imported contains a decimal point to separate whole digits from the decimal positions, the decimal point is used to determine the number of decimal places, and your entry in this field is ignored.

Field number

For *delimited* field formats, enter the relative field number of the quantity in an import record.

Start Position and Length

For *fixed position* field formats, specify the starting column number and length of the quantity field in an import record.

5. Serial numbers

Describe the location of the serial number in each import record for serialized items, as follows:

Field number

For *delimited* field formats, enter the relative field number of the serial number in an import record, or press <Enter> to default to *None* if you are not using serial numbers.

Format Up to two digits or use the option

Example Press <Enter> for *None*

Start Position and Length

For *fixed position* field formats, specify the starting column number and length of the serial number field in an import record, or press <Enter> to default to a *Start position* of 0 if you are not using serial numbers.

Format Up to two digits or use the option

Example Press <Enter> for *Start Position*

6. Lot numbers

Describe the location of the lot number in each import record for lot-controlled items, as follows:

Field number

For *delimited* field formats, enter the relative field number of the lot number in an import record, or press <Enter> to default to *None* if you are not using lot numbers.

Start Position and Length

For *fixed position* field formats, specify the starting column number and length of the lot number field in an import record, or press <Enter> to default to a *Start position* of 0 if you are not using lot numbers.

Format Up to two digits or use the option

Example Press <Enter> for *Start Position*

Make changes as usual.

If you defined a new import format, or changed the saved import format, you are asked if you wish to save (replace) the format.

Answer Y to save this import format for use in subsequent import sessions. Only one import format may be retained. The import format is saved in the I/C Control file.

Answer N to use this import format for the current import session only. Any existing saved import format remains unchanged.

After you answer this question, a screen appears for you to select where to print the Inventory Import Log. The import process then begins.

Using the details supplied in the import format, the information from the import file is used to create inventory receiving or transfer transactions for the corresponding items and warehouse.

As the data file is being imported, a count of the records being imported and the item number being processed is displayed.

Any error conditions encountered during the import session are recorded on the Inventory Import Log, and a message notifying that errors have been recorded in this file is displayed on the screen at the end of the import session. The import error log resides in the Passport top-level folder (directory), and is named IMPORTxx.LOG, where xx is the Company-ID.

Use *Inventory (Enter)* to view or change any of the information on the transactions after they are imported.

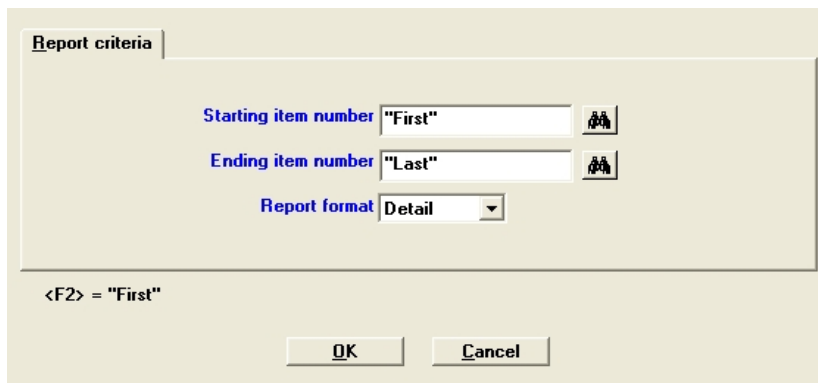
PRINTING INVENTORY EDIT LISTS

This selection will print an Inventory Edit List for your review before you post all of your inventory entries.

Select

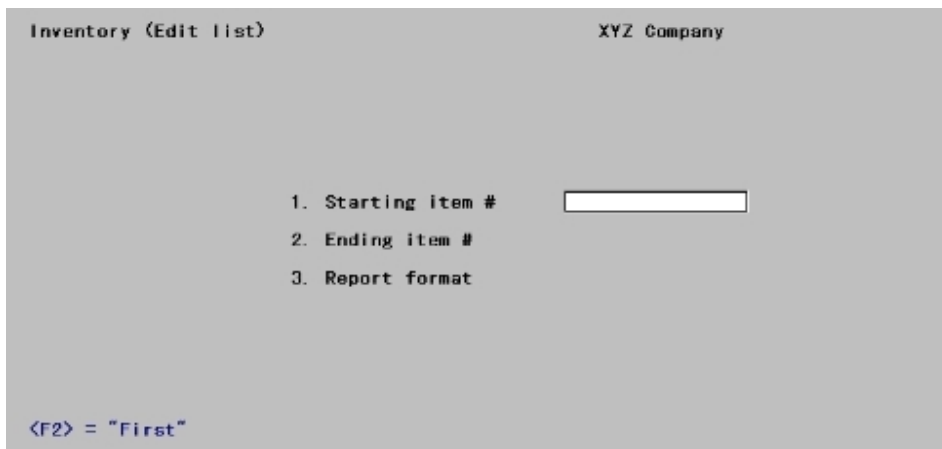
Edit list from the *Inventory* menu.

Graphical Mode



The dialog box is titled "Report criteria". It contains three input fields: "Starting item number" with the value "First", "Ending item number" with the value "Last", and "Report format" with a dropdown menu set to "Detail". Each input field has a small icon to its right. Below the input fields, there is a text label "<F2> = 'First'". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Character Mode



The screen is titled "Inventory (Edit list)" and "XYZ Company". It displays a list of three items: "1. Starting item #", "2. Ending item #", and "3. Report format". The first item has a text input field next to it. At the bottom of the screen, there is a text label "<F2> = 'First'".

Starting item number

Ending item number

Enter the item numbers of the starting and ending transactions to print. Follow the screen instructions.

Report format

Select either the Detail, Summary, or Condensed version for the Inventory Transaction Edit List.

A summary list does not include serial number/lot number information for any transaction.



A condensed list consolidates like transactions for an item into a single entry. In addition, the condensed list does not show G/L account numbers for any transaction or job numbers and cost items for job usage transactions.

OK or Cancel

Select OK to print the edit list of Cancel to return to the menu.

Check the Inventory Transaction Edit List for warning messages regarding transactions that will not be posted. If such a message appears for any transaction, use *Inventory (Enter)* to correct or complete entry of the transaction prior to posting.

POSTING INVENTORY TRANSACTIONS

Select

Post from the *Inventory* menu.

You are then asked to specify where to print the Inventory Transaction Register.

The Inventory Transaction Register is printed followed by a period of processing which updates the Item, Status, and the I/C Distribution to G/L files with the new transaction information.

If you entered transactions for serialized and lot-controlled items, the serial number and lot number information prints on the Inventory Transaction Register, and is updated to the Serial file.

If you attempt to post transactions that are incomplete or incorrect, a message describing the error appears on your Inventory Transaction Register. These erroneous transactions are not posted and remain in the transaction file. Posting of accurate and complete transactions continues normally.

DISTRIBUTIONS TO GENERAL LEDGER

Inventory transactions are posted in the order shown below. The G/L distributions generated by transaction posting are also described here.

Receivings

- Debit item's Inventory Account (defined in the item header screen of *Items*)
- Credit Balance Sheet Liability Account (defined in *Control information*)

If a receiving occurs when there is a negative quantity on hand:

- Debit (or credit) Cost Correction Account (defined in *Control information*) if the cost for the receiving is greater than average cost, or credit if it is greater. If identical, do neither.

Kit Assembly Entries

- Debit kit item's Inventory Account (defined in the item header screen of *Items*)
- Credit Work in Process Account. This account is stored in the kit assembly transaction by *Issue work orders* or *Close work orders*. It is always the Work in Process Account that was entered on the original work order entered in *Work Orders*.
- In addition, if a kit assembly occurs when there is a negative quantity on hand:
Debit the Cost Correction Account (defined in *Control information*) if the cost for the kit assembly is greater than average cost, or credit it if the reverse is true. Accumulated round-off errors of odd pennies are also directed to the Cost Correction Account.

Credit Memos

- Debit item's Inventory Account (defined in *Control information*)
- Credit the Memo Account. The Credit Memo Account is obtained by combining the *Credit memo account #* field of this item with the Cost Center (or sub-account) entered for the specific transaction.

Upward Job Usages

- Debit item's Inventory Account (*Item file*)
- Credit Job Account (entered for the transaction)

If a job usage occurs when there is a negative quantity on hand:

- Debit item's Inventory Account (*Item file*)
- Debit (or credit) Cost Correction Account (*I/C Control file*)
- Credit Job Account (*I/C Control file*)

* See the note below titled Special Note on Cost Correction.

Upward Adjustments

- Debit the item's Inventory Account
- Credit the Adjustment Account. The Adjustment Account is obtained from the specific transaction.

Transfers

- No distributions are created for transfers.

Downward Adjustments

- Debit the Adjustment Account. The Adjustment Account is obtained from the specific transaction.
- Credit the item's Inventory Account

Sales

- Debit the Expense Account. The Expense Account is obtained by combining the *Expense account #* field from the item with the Cost Center (or sub-account) entered for the specific transaction.
- Credit the Inventory Account.

Component Usage

- Debit the Work in Process Account. Issue work orders take the Work in Process Account entered on the original work order (via Work Orders) and moves it to the component usage transaction.
- Credit the component item's Inventory Account (defined in *Control information*).

Downward Job Usages

- Debit Job Account (entered for the transaction)
- Credit item's Inventory Account (Item file)

Transactions are posted in the same order and with the same amounts as appear on the Inventory Transaction Register.

Cost Correction Notes

When there is a negative quantity on hand and a receiving, kit assembly, credit memo, upward job usage, or upward adjustment is posted, if the cost is greater than average cost, then the cost correction account is debited for the difference between the two costs. If the cost is less than average cost, then the cost correction account is credited.

Cost correction can also occur in a kit assembly when the sum of the exact costs for each component are different from the sum of the rounded costs for each component (i.e., when each component's cost is rounded to two decimal places). In this case, inventory value has either been lost or gained as a result of manufacturing the item.

For example, if a kit-item is assembled out of two inventory items whose costs are 3.487 and 4.235 each, the inventory accounts for the components are credited for 3.49 and 4.24, summing up to 7.73. However, the actual cost of the kit-item is $3.487 + 4.235 = 7.722$, which results in a debit of 7.72 to the kit-item's inventory account. The penny that is *lost* in the manufacturing process is debited to the cost correction account.

For LIFO/FIFO

If a receiving occurs when there is a negative LIFO/FIFO layer, debit the Cost Correction Account if the cost for the receiving is greater than replacement cost; or credit it if the reverse is true. If identical, do neither.

For Standard Cost

Debit the Purchase Variance Account if the actual cost is greater than standard cost of the kit item, or credit it if the reverse is true. Do nothing if both are equal.

Order of Posting

Entries are posted in the same order and with the same amounts as they appear on the Inventory Transaction Register.

Possible Cost Flow Calculation Problem

Inventory control normally posts all of an item's receivings on a given date before posting that item's sales.

HARDWARE FAILURE DURING POSTING

In the rare event of a computer failure during posting (as the result of a power outage or other hardware problem), it is wise to restore your files from your backup copies and rerun the posting procedure. Refer to the *Backing Up Your Data Files* appendix in the *PBS Administration* documentation.

If you have not backed up prior to posting, the posting procedures include features that prevent previously posted transactions from being posted again.

When the computer becomes functional again, print the Inventory Transaction Edit List to determine which transactions have been posted. The edit list will identify the transactions that have already been posted with the message:

Entry will not be posted due to duplication

The first transaction on the edit list not accompanied by this message is probably partially posted.

If you rerun posting without having the files restored from your backup copies, you should watch for this partially posted transaction. If any error is found in posting this transaction, you will have to correct it using manual entries.

Serial Numbers

This chapter contains the following topics:

Introduction to Serial Numbers
Entering Serial Number Transactions
Entering History Transactions
Entering Update Transactions
Entering Loan Out and Loan Return
Printing Serial Number Edit Lists
Posting Serial Number Transactions
Distributions to General Ledger

INTRODUCTION TO SERIAL NUMBERS

Use the Serial numbers selection primarily for upgrading. If your existing inventory is going to be converted from normal items to serialized items, you should use *Move In* function to convert your items.

Note

The majority of your serial number processing should be done through the *Inventory* selection to ensure that General Ledger distributions are made.

Serial numbers are used during *setup of Inventory control* to establish historical information on previously sold serialized items. After the initial setup of this module, this selection is used to change the serial number information without affecting the on hand quantities of your items.

There are six different transaction types that can be entered through Serial numbers. There are links in the table below to a brief description of each of the six transaction types, followed by detailed instructions for entering each type:

TYPE	DESCRIPTION
History	History of Sold Serialized Items
Update	Update Serialized Item Information
Loan Out	Loan Out Serialized Items
Loan Return	Loan Return Serialized Items
Move Out	Move Out Serialized Items
Move In	Move In Serialized Items

History of Sold Serialized Items

A History transaction is entered to place previously sold serialized items in the Serial file with a *sold* status.

The on hand quantity of the item remains unchanged.

History transactions are typically entered when setting up Inventory Control, to build a history of previously sold serialized items.

For detailed information see [Entering History Transactions](#).

Update Serialized Item Information

Enter an Update transaction to change existing data on a serialized item. The item's current status can be *sold* or *unsold*.

The information that may be changed depends on the serialized item's status. For example, the warranty date fields can be changed on a *sold* serialized item.

The on hand quantity of an item remains unchanged by an Update transaction.

For detailed information see [Entering Update Transactions](#).

Loan Out Serialized Items

Enter a Loan Out transaction to track a serialized item that is on loan to a customer.

The status of the serialized item must be *unsold* and available (not committed or already on loan). After posting the Loan Out transaction, the status of the serialized item becomes *on loan* (and remains *unsold*). The on hand quantity of the item remains unchanged.

Serialized items on loan are reported on in the Serial Numbers on Loan report and are considered *unsold* in other reports.

For detailed information see [Entering Loan Out and Loan Return](#).

Loan Return Serialized Items

A Loan Return transaction is entered when a loaned out serialized item is returned from loan.

The item's status becomes *unsold* and available (not committed or on loan).

For detailed information see [Entering Loan Out and Loan Return](#).

Move Out Serialized Items

Enter a Move Out transaction to change the status of a serialized item from *unsold* to *sold*. A Move Out transaction does not change the on hand quantity of the item.

If an incorrect serial number was entered (and posted) for a sales transaction, you can enter a Move Out transaction to record the correct serial number as *sold*. Similarly, you would then enter a Move In transaction (see below) to record the incorrect serial number as *unsold*.

For detailed information see [Entering Move In and Move Out](#).

Move In Serialized Items

A Move In transaction is entered to change the status of a serialized item from *sold* to *unsold*. A Move In transaction does not change the on hand quantity of an item.

Use this function when you change a *Normal* tracked item to a *Serialized* tracked item. Only enter serial #s for existing *Qty on hand*. You must then add a warranty program to the item once these serial numbers are posted.

For detailed information see [Entering Move In and Move Out](#).

ENTERING SERIAL NUMBER TRANSACTIONS

Select

Enter from the *Serial numbers* menu.

Graphical Mode

The following screen displays:

Buttons: New, Edit, Save, Save / New, Delete, Cancel, Exit

Select by ascending item number

Item number	Whs	Serial number	Typ	N/U	P.O. #	Source	Warranty	Reference

General

Item number

Warehouse

Serial number

Type **Move In**

Transaction date

New/Used **Used**

P.O. number

Source

Item cost

Item price

Invoice date

Invoice #

Customer #

Warranty

Return date

Reference

Correcting entry ☐

<F1> = next entry, <SF1> = previous entry, <F3> = delete

From this screen, you can work with both new and existing serial number transactions.

- | | |
|----------|--|
| New | For adding a new serial number transaction |
| Edit | For editing an existing serial number transaction |
| Save | For saving a new serial number transaction or saving changes to an existing serial number transaction |
| Save/New | This button combines the Save and New buttons by first saving the item and then starting a new serial number transaction |
| Delete | To delete and existing serial number transaction |
| Cancel | To cancel the editing or adding of an serial number transaction |
| Exit | To exit the screen. Exit works like cancel when you are adding or editing a serial number transaction |

Character Mode

In character mode the following screen displays:

```

Serial numbers <Enter>                                XYZ Company

1. Item number 
   Warehouse
2. Serial number
3. Type
4. Trx date
5. New/used
6. P. O. number
7. Source
8. Item cost
9. Item price

<F1> = next entry, <SF1> = previous entry, <F2> = next item,
<SF2> = previous item, blank = look up by description
    
```

Enter the following information:

Item number

(Description

Format 15 characters

For an existing transaction

In *graphical mode* up to 6 transactions will display in the list box. To edit an existing transaction find and select it by using the arrow keys, <PgUp>/<PgDn> and <Home>/<End> keys. Select the Edit button. You may sort the transactions in ascending or descending order by item number.

In *character mode*, enter the item number, warehouse code (if you are using multi-warehousing), serial number, and transaction type for the transaction you wish to change, or press <F1> to find the next transaction.

<F1> In character mode only, for next Entry

<SF1> In character mode only, for previous Entry

If there is no matching transaction on file, continue entry as if this were a new transaction.

For a new transaction

In graphical mode, select the New button to add a new transaction. In character mode start entering the item number.

Options

Enter the item number or you may also use one of the following options:

<F2> For next Item

- <SF2> For previous Item
- <Enter> Look up item by description

After entering an item number, if you are using multi-warehousing, the cursor moves to the [Warehouse](#) field. Otherwise, the cursor moves to [Serial number](#).

Warehouse

Format 2 characters

This field appears only if you are using multi-warehousing.

Enter the warehouse that is involved in the transaction, or press <Enter> for the *Central* warehouse.

Serial number

Enter the serial number of the item.

Format Up to 15 digits

Type

Enter the transaction type as follows:

Character	Graphical	For more information:
H	History	See Entering History Transactions
U	Update	See Entering Update Transactions
LO	Loan out	See Entering Loan Out and Loan Return
LR	Loan return	See Entering Loan Out and Loan Return
MO	Move out	See Entering Move In and Move Out
MI	Move in	See Entering Move In and Move Out

Options

For subsequent transactions, you can also use one of these options:

- <F2> In character to default to the values entered for the last transaction for this and the remaining fields
- <Enter> To default to the last transaction type entered

ENTERING HISTORY TRANSACTIONS

A History transaction allows you to enter historical data on a previously sold item without changing the item's on-hand quantity.

Graphical Mode

When you specify a *History transaction* by selecting History in the *Type* field, a screen similar to the following displays:

The screenshot shows a graphical user interface for entering a transaction. At the top, there are buttons: New, Edit, Save, Save / New, Delete, Cancel, and Exit. Below these is a table header 'Select by ascending item number' with columns: Item number, Whs, Serial number, Typ, N/U, P.O. #, Source, Warranty, and Reference. The table is currently empty. Below the table is a 'General' tab. The 'General' tab contains several fields: Item number (6), Warehouse (Central), Serial number (1), Type (History), Transaction date (12/08/2010), New/Used (New), P.O. number, Source, Item cost (.00), Item price (.00), Invoice date, Invoice #, Customer #, Warranty, Return date, and Reference. There is also a 'Correcting entry' checkbox. At the bottom, it says '<F5> = correcting'.

Character Mode

When you specify a *History transaction* type in the *Type* field, a screen similar to the following displays:

The screenshot shows a character mode interface for entering a transaction. It displays the following information:

```

Serial numbers (Enter)                                XYZ Company

1. Item number    4          Saw, 2hp 7 1/4" Circular
   Warehouse     Central Central

2. Serial number  1234567

3. Type          History
4. Trx date      120809

5. New/used
6. P.O. number
7. Source
8. Item cost
9. Item price

10. Invoice date
11. Invoice #
12. Customer #
13. Warranty
14. Reference
    
```

Enter the information as follows:

Transaction date

The current date is displayed for the first transaction. For subsequent transactions, it displays the last date entered.

Enter the date for this transaction or press <Enter> to use the System date.

Format MMDDYY

New/Used

Select New or Used to indicate the status of the item.

You may also use one of the options:

New To define the item as *New*

Used To define the Item as *Used*

<F2> To default to *New* item

Format One of the options from the drop down list. There is no default in character. In graphical the default is New.

P.O. number

Enter the purchase order number under which this item was bought.

Format Up to 15 digits

Source

Enter the source from which this serial number was obtained, or press <Enter> to default to the *vendor number* for the item.

This field is used when printing the Flooring Report. If your inventory is financed, you can use this field to identify the finance company for this serial number.

Format Up to six character

Item cost

Enter the cost of this item, or press <F1> to default to the Average cost in the Item file (replacement cost for LIFO/FIFO valuation- Standard cost for Standard valuation).

Format Up to ten characters

Item price

Enter the price of this item, or press <F1> to default to *Price 1* for the item.

Format Up to 11 characters

Invoice date

Enter the invoice date for this sold serial number, or press <Enter> to default to the System date.

Format MMDDYY

Invoice

Enter the invoice number, or press <Enter> to leave this field blank.

Format Up to six digits

Customer

Enter the number of the customer to whom this item was sold, or press <Enter> to leave this field blank.

Format Up to 12 characters

Warranty

Enter the warranty program.

Format Six characters

Reference

Enter any reference text or comments for this transaction, or press <Enter> to leave this field blank.

Format Up to 20 characters

Correcting entry

Check this box if this is a correcting entry.

Format Check box, checked is yes and unchecked is no

ENTERING UPDATE TRANSACTIONS

Use the Update transaction to change existing serial number information.

An Update transaction is not allowed if an *unsold* serialized item is *committed* or *on loan*.

Note

If you are using the average cost valuation method and are also using serial costs (as specified in *Control information*), the *Item cost* field cannot be modified. Use *Inventory adjustments* to change the cost of a specific serial number.

The changes you enter here do not affect the existing serial number information in the Serial file until the Update is posted.

ENTERING LOAN OUT AND LOAN RETURN

Use the Loan Out transaction to record the serial number of loaned items, and use the Loan Return transaction to record the return of the loaned serialized items.

For Loan Out transactions, the *Reference* field is used to determine the sequence of printing on the Serial Numbers on Loan report.

Loan Out and Loan Return transactions are entered in the same manner, with the following exceptions:

- Loan Out transactions require the item's current status to be *unsold* and available (not committed).
- Loan Return transactions require a current status of *unsold* and *on loan* for the item.
- A *Return date* can be entered on a Loan Return transaction.

As with other serial number transactions, Loan Out and Loan Return transactions do not change the on hand quantity of the item.

ENTERING MOVE IN AND MOVE OUT

Use a Move In transaction to establish a serial number as *unsold* (without increasing the item's on hand quantity) if a receiving was previously entered for a serialized item through the *Inventory* selection.

Similarly, a Move Out transaction changes the status of a serialized item from *unsold* to *sold* without changing the on hand quantity of the item.

You can also use the Move In and Move Out transactions to correct the status of serial numbers that were entered incorrectly on a sales transaction or credit memo/return transaction that has already been posted.

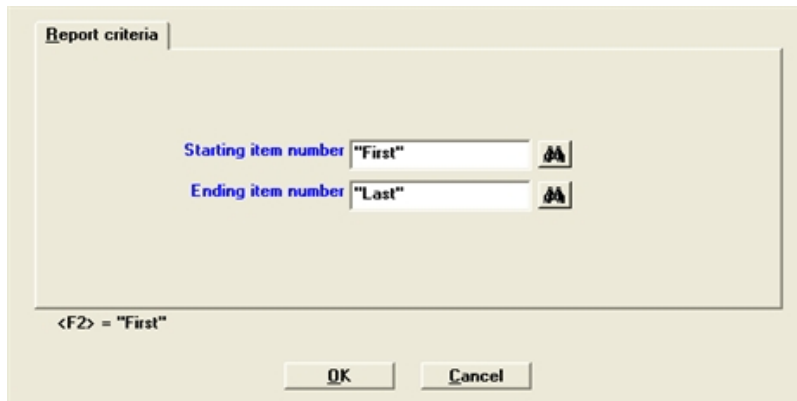
If you are using the average cost valuation method, and have specified that serial costs are to be used (in Control information), the average cost for the item in the Item file is recalculated during posting, using the serial cost of the serialized item.

PRINTING SERIAL NUMBER EDIT LISTS

Select

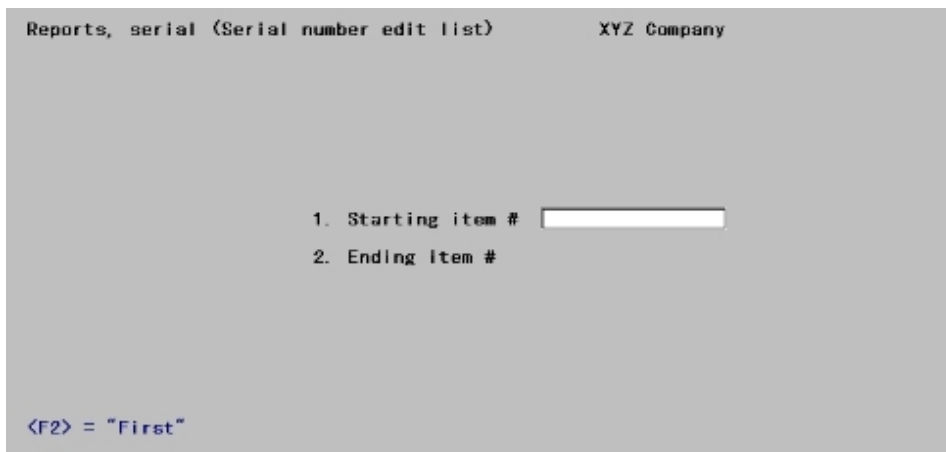
Edit list from the *Serial numbers* menu.

Graphical Mode



A graphical user interface dialog box titled "Report criteria". It contains two input fields: "Starting item number" with the value "First" and "Ending item number" with the value "Last". Each field has a small icon to its right. Below the fields, it says "<F2> = 'First'". At the bottom are "OK" and "Cancel" buttons.

Character Mode



A character-mode screen titled "Reports, serial (Serial number edit list)" with "XYZ Company" in the top right. It displays two prompts: "1. Starting item #" followed by a blank line, and "2. Ending item #" followed by a blank line. At the bottom, it says "<F2> = 'First'".

Starting item number and Ending item number

Enter the range of items to include on the edit list, or press <F2> at each field for "First" to "Last".

Check the Serial Transaction Edit list for warning messages regarding transactions that will not be posted. If such a message appears for any transaction, use the *Serial numbers (Enter)* selection to correct or complete entry of the transaction prior to posting.

OK or Cancel

Select OK to print the edit list of Cancel to return to them menu.

POSTING SERIAL NUMBER TRANSACTIONS

Select

Post from the *Serial numbers* menu.

You are asked to select a printer or Print to disk for the Serial Transaction Register. After the printer is selected there will be a period of processing and then you are returned to the menu.

Posting Results

If you are using the average cost valuation method, and are also using serial costs (as specified in *Control information*), the Item file is updated to reflect any change to an item's average cost that may be caused by *Move In* and *Move Out* transactions.

The Serial file is updated for the new transactions as follows:

TRANSACTION TYPE	STATUS CHANGE FROM	TO
History	N/A	Sold
Update	N/A	N/A
Loan Out	Unsold	Loaned
Loan Return	Loaned	Unsold
Move Out	Unsold	Sold
Move In	Sold	Unsold

DISTRIBUTIONS TO GENERAL LEDGER

If you are using the average cost valuation method, and have specified in the I/C Control file that you are also using serial costs, Move In and Move Out serial transactions will create distributions only if there is a change in the item's average cost.

In this case, the distribution amount will be the change in the item's average cost times the quantity on hand of the item.

Note

If you are using General Ledger, you can press <F5> at *Field number to change ?* to mark a Move In or Move Out transaction to create distributions as a *correcting entry*.

If the change causes an increase in average cost, distributions are posted to the I/C Distribution file as described below:

- Debit item's Inventory Account (*Item file*)
- Credit Cost Correction Account (*I/C Control file*)

If the change causes a decrease in average cost, distributions are posted to the I/C Distribution file as follows:

- Debit Cost Correction Account (*I/C Control file*)
- Credit item's Inventory Account (*Item file*)

G/L distributions are not created by any other serial transaction type. If you are not using serial costs, distributions are not created by this selection.

View

This chapter contains the following topics:

Introduction to View
Viewing Inventory History
Viewing Items
Viewing Lot Numbers
View Serial History
Viewing Serial Numbers
Viewing Work Order History
Viewing Work Orders

INTRODUCTION TO VIEW

Use this selection to inquire into the following types of information:

- Inventory History
- Items
- Lot Numbers
- Serial History
- Serial Numbers
- Work Order History
- Work Orders

For an item, the display includes all information in the Item file for the item.

For serial numbers, all the serial numbers for a serialized item are displayed, both unsold and sold.

For lot numbers, all the lot numbers for a lot-controlled item can be displayed.

For work orders, information on work order that has been issued (using *Issue work orders*) or closed (using *Close work orders*) is available.

(Description)

This field is only available in Graphical Mode.

If you selected <Enter> on the item number field, then you may look up by item description.

- <F1> For the next item description
- <SF1> For the previous item description
- <Enter> To lookup by item number

Warehouse

Options

Enter the warehouse code, or use one of the options:

- <F1> For the next warehouse
- <F5> For "All" warehouses

List Box

After selecting the warehouse then all the transactions will display in the list box for the selected item. Use the sorting arrow to toggle between viewing the history dates in descending or ascending order.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:

```
View (Inventory history)
Item # 
Start date
End date

XYZ Company
Warehouse:
Prod cat:
Sub cat:

<F1> = next item, <SF1> = previous item
```

Enter the information as follows:

Item number

Options

Enter the item number or use one of the options:

- <F1> For the next item number
- <SF1> For the previous item number

Warehouse

Options

Enter the warehouse code, or use one of the options:

- <F1> For the next warehouse
- <F5> For "All" warehouses

Start date and End date

These fields are only available in character mode.

Enter the date range or press <F2> for *Earliest* and *Latest*.

VIEWING ITEMS

Use the View (Items) selection to inquire into item and status information for an item. The information shown is the same as that in the Item and Status files for the item, but changes cannot be made through this selection.

Select

Items from the *View* menu.

Graphical Mode

A list box displays where you may select an item:

Item number ▲	Description	Cat/Sub	Track	Vend	Stat	Qty-avail	Price
* MISC	Misc	MECH	Normal		Active	4	.12
*MISC-PARTS	Miscellaneous Parts	MISC	Normal		Active		
*TEMP	Temporary Item		Normal	100	Active		
1	Drill, 1/4", Power	TOOLS/ELEC	Normal	50	Active	1,625,122	50.00
2	Hammer, 16 oz. Claw	TOOLS/HAND	Lot detl	256	Active	709	26.50
3	Wrench, 3/8" Socket Set	TOOLS/HAND	Normal	500	Active	8,186	23.60

General | Additional item info | Multi-warehouses

Item number * MISC Description Misc

Item information

Bar code	123	ABC code	
Category/Sub	MECH	B/O code	no B/O control
Track method	Normal	Status	A
Stock unit	EACH	Prefer unit	EACH
Price unit	EACH	Taxable	YYYYYY
Conv factor	1	Warranty	
Commis code		Last sold on	
		Last used on	
		Last received	08/27/2010

Quantities

On hand	4
Available	4
On order	0
On B/O	0
On W/O	0

Costs

Average	.75
Replacement	3.00
Standard	3.00

	Price-1	Price-2	Price-3	Price-4	Price-5	Price code
EACH	.00	.00	.00	.00	.00	

<F1> = next item, <SF1> = previous item, <F2> = keyword lookup, <F6> = notes, <F7> = status

From the above list box you may sort the items by item number, item description, category, vendor and item status. While viewing an item's information, you have these options:

- <Esc> To specify another item to inquire into
- <F1> or down arrow If the focus is on the list box only, use to display the next item on file
- <SF1> or up arrow If the focus is on the list box only, use to display the previous item on file

- <F2> To lookup an item by keyword. See the [Item searched by](#) section in the *Control information* chapter
- <F3> To display warranty program for a serialized item only
- <F5> To view alternate items for the current item
- <F6> To view notes for the current item. If the item has notes then there will be a red ampersand to the left of the Item number on the general tab
- <F7> To view the status tab for the current item

There are three tabs on this screen.

Tab 1 - General Tab

Tab 1 looks something like this:

General		Additional item info		Multi-warehouses																													
Item number <input type="text" value="MISC"/>		Description <input type="text" value="Misc"/> <input type="text" value="1"/>																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Item information</p> <p>Bar code <input type="text" value="123"/></p> <p>Category/Sub <input type="text" value="MECH"/></p> <p>Track method <input type="text" value="Normal"/></p> <p>Stock unit <input type="text" value="EACH"/></p> <p>Price unit <input type="text" value="EACH"/></p> <p>Conv factor <input type="text" value="1"/></p> <p>Commis code <input type="text"/></p> </div> <div style="width: 45%;"> <p>ABC code <input type="text"/></p> <p>B/O code <input type="text" value="no B/O control"/></p> <p>Taxable <input type="text" value="Y/Y/Y/Y/Y"/></p> <p>Warranty <input type="text"/></p> <p>Last sold on <input type="text"/></p> <p>Last used on <input type="text"/></p> <p>Last received <input type="text" value="08/27/2010"/></p> </div> </div>																																	
		<p>Quantities</p> <p>On hand <input type="text" value="4"/></p> <p>Available <input type="text" value="4"/></p> <p>On order <input type="text" value="0"/></p> <p>On B/O <input type="text" value="0"/></p> <p>On W/O <input type="text" value="0"/></p>																															
		<p>Costs</p> <p>Average <input type="text" value=".75"/></p> <p>Replacement <input type="text" value="3.00"/></p> <p>Standard <input type="text" value="3.00"/></p>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Price-1</th> <th>Price-2</th> <th>Price-3</th> <th>Price-4</th> <th>Price-5</th> <th>Price code</th> </tr> </thead> <tbody> <tr> <td>EACH</td> <td><input type="text" value=".00"/></td> <td><input type="text" value=".00"/></td> <td><input type="text" value=".00"/></td> <td><input type="text" value=".00"/></td> <td><input type="text" value=".00"/></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>							Price-1	Price-2	Price-3	Price-4	Price-5	Price code	EACH	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Price-1	Price-2	Price-3	Price-4	Price-5	Price code																											
EACH	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text"/>																											
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																											
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																											
<p><F1> = next item, <SF1> = previous item, <F2> = keyword lookup, <F6> = notes, <F7> = status</p>																																	

Tab 2 - Additional item info

Tab 2 has the vendor, accounts and price information and looks like this:

General Additional item info Multi-warehouses

Item number * MISC Description Misc 1

Vendor information

Vendor number

Vendor prod #

Min order qty Unit

Lead time Days

Service vendor

Item accounts

Inventory account

Sales account

Expense account

Cr-memo account

	Price-1	Price-2	Price-3	Price-4	Price-5	Sale price	From	Thru
EACH	.00	.00	.00	.00	.00			

<F1> = next item, <SF1> = previous item, <F2> = keyword lookup, <F6> = notes, <F7> = status

Tab 3 - Multi-warehouses

Tab 3 shows the status of each warehouse and is similar to this:

General Additional item info Multi-warehouses

Item number * MISC Description Misc 1

Select by ascending warehouse

Warehouse ▲	On hand	Available	On order	Back order	Work order
Central Central	4.00000	4.00000			
1 Main					

	Price-1	Price-2	Price-3	Price-4	Price-5	Sale price	From	Thru
EACH	.00	.00	.00	.00	.00			

	Period to date	Next period	Year to date			
Sales	.00	.00	.00	Maximum qty	<input type="text" value="0"/>	On hand <input type="text" value="4"/>
Costs	.00	.00	.00	Reorder level	<input type="text" value="0"/>	Available <input type="text" value="4"/>
Qty sold	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Last sold on	<input type="text"/>	On order <input type="text" value="0"/>
Qty used	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Last used on	<input type="text"/>	On back order <input type="text" value="0"/>
Qty ret	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Location code	<input type="text"/>	On work order <input type="text" value="0"/>

<F1> = next item, <SF1> = previous item, <F2> = keyword lookup, <F6> = notes, <F7> = status

Information from up to 6 warehouses display in the lower list box.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:

```

View (Items)
Item number 
Bar code
Cat/sub-cat      ABC code      Qty on hand:
Track meth       B/O code      Qty available:
Stock unit                               Qty on order:
                                           Qty on B/O:
                                           Qty on W/O:

Prices:
  Price-1      Price-2      Price-3

Taxable ?
Commis code
Vendor #

Average cost:
Rplcmt cost:

Inv acct      Exp acct      Last sold on:
Sls acct
Cr-mem acct   Last used on:

<F1> = next item, <SF1> = previous item
<F2> = look up by keyword, blank = look up by description
    
```

Options

Enter the item number of the item you wish to inquire into, or use one of the options:

- <F1> To display the next item number
- <SF1> To display the previous item
- <F2> To look up the item by keyword
- <Enter> To look up the item by description

Additional information is displayed when applicable for an item. This includes pricing unit, conversion factor, preferred unit, alternate unit prices, and quantity on back order. Quantity on order is shown if you checked the box to the [Using Purchasing order](#) field in I/C Control information. Quantity on work order is also shown if you are using kits.

Vendor item information is shown if it exists for the item, and warranty information appears for serialized items.

If any current or upcoming sale prices exist for the item, they are shown instead of the price code.

The item's average and replacement costs are only shown when the user has access to either Items, Inventory, or Reports (Stock status). The item's standard cost is also shown if you are using the Standard valuation method.

Options

While viewing an item's information, you have these options:

- <Esc> To specify another item to inquire into
- <F1> To display the next item on file
- <SF1> To display the previous item on file

- <F2> To display other price
- <F3> To display warranty program
- <F5> To view alternate items for the current item
- <F6> To view notes for the current item
- <F7> To view status information for the current item

If you press <F5>, a window appears showing the item number and description of each alternate item that has been defined for the current item.

If you press <F6>, existing notes for the item are displayed. To scan through existing notes for an item, use the keys as shown at the bottom of the screen (<PgUp>, <PgDn>, <Home>, <End>, and <F1>). Item notes *cannot* be added or changed through this selection.

If you press <F7>, a screen displays for you to view status information.

When you press <F7> to view status information for an item, if you are using multi-warehousing, you are asked to specify the warehouse to inquire into.

Options

Enter the warehouse code or use one of the options:

- <F1> For the next warehouse on file
- <SF1> For the previous warehouse on file
- <Enter> For the *Central* warehouse

If you select warehouse 1, the status information screen displays similar to this:

```

View (Items)
Item number 4                               Warehouse: 1 Main
Bar code                               Saw, 2hp 7 1/4" Circular
Cat/sub-cat TOOLS / ELEC                   ABC code A   Qty on hand: 1
Track meth Serial                       B/O code B   Qty available: 1
Stock unit EACH                               Qty on order: 0
                                           Qty on B/O: 0
                                           Qty on W/O: 0

Prices:
Price-1      Price-2      Price-3
EACH        56.00        55.00        54.00

Sales: .00      Period-to-date   Year-to-date   Location code:
Costs: .00                                     .00           Maximum qty: 50
                                           .00           Reorder level: 5

Qty-sold: 0      0      0      Last sold on: None
Qty-used: 0      0      0      Last used on: None
Qty-ret: 0      0      0

<F1>=next warehouse, <F2>=new warehouse, <F5>=all warehouses, <F7>=items
  
```

Quantities and dates (*Last sold on* and *Last used on*) on this screen are those for the particular warehouse.

If warehouse-specific item or sale prices are defined, they display on this screen. Otherwise, the prices shown are those in the Item file.

Options

While viewing status information, you can use one of the options:

- | | |
|-------|--|
| <Esc> | To specify another item to inquire into |
| <F1> | To view status information for the next warehouse on file |
| <F2> | To specify a different warehouse for inquiry |
| <F5> | To view item availability in all warehouses |
| <F7> | To re-display the item inquiry screen for the current item |

Warehouse

This field appears only if you are using multi-warehousing.

Enter the warehouse code for which you want to view lot numbers.

Options

You may also use one of the options:

- <Enter> For the *Central* warehouse
- <F5> For "*All*" warehouses

List Boxes

After entering a lot number in then the lot data displays in the list box. With the focus on the upper list box, type the lot number to locate it. Use the sorting arrow to toggle between viewing the numbers in descending or ascending order.

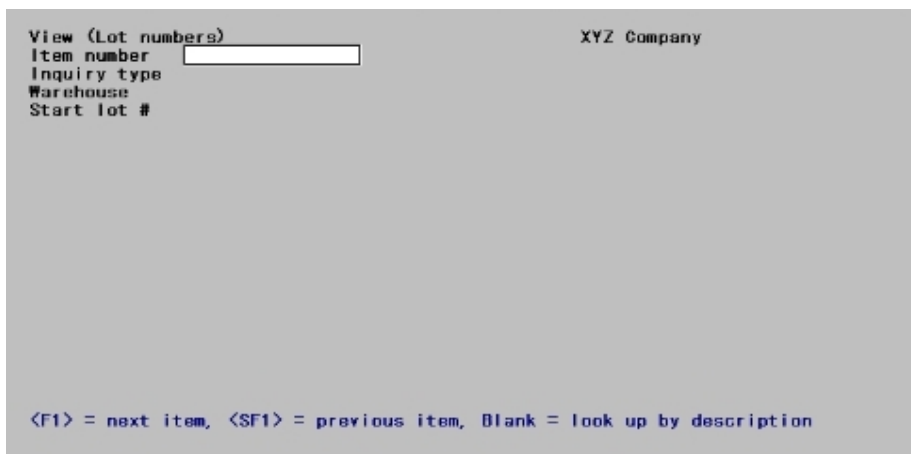
Once the lot is located, lot transaction information displays in the lower list box on the *Lot transaction detail* tab.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:



A summary or detail inquiry can be requested.

A summary inquiry shows the following information for each lot number:

·	Warehouse	·	Quantity received
---	-----------	---	-------------------

- | | |
|-------------------------|------------------------|
| · Date of last activity | · Quantity sold |
| · Quantity on-hand | · Quantity credited |
| · Quantity available | · Quantity adjusted or |
| · Reference text | · Transferred |

A detail inquiry for an item with a *lot detail* tracking method also shows the following information for each transaction processed for the lot number:

- | | |
|----------------------|-------------------------|
| · Type (transaction) | · Purchase Order number |
| · Trx date | · Customer number |
| · Trx quantity | · Source |
| · Price | · Invoice number |
| · Cost | · Reference |

Enter the information as follows:

Item number

Enter the item number of the lot-controlled item.

Options

You may also use one of the options:

- | | |
|---------|---|
| <F1> | To display the next lot-controlled item number |
| <SF1> | To display the previous lot-controlled item numbers |
| <Enter> | To look up the lot-controlled item by description |

Format Up to 15 digits

Inquiry type

This field can only be entered in Character Mode.

Enter D to view the detail of a lot number for the item, or press <Enter> to default to S for a summary of the item's lot numbers.

Format One letter, D or S. The default is S.

Warehouse

This field appears only if you are using multi-warehousing.

Enter the warehouse code for which you want to view lot numbers.

Options

You may also use one of the options:

<Enter> For the *Central* warehouse

<F5> For "*All*" warehouses

For a summary lot number inquiry, you are asked to enter:

Start lot

This field can only be entered in Character Mode.

Enter the starting lot number to be displayed, or press <F2> to start from the *First* lot number on file for the item.

Format Up to 15 characters

Lot-#

This field can only be entered in Character Mode.

If you selected *Detail inquiry*, enter the lot number to be displayed.

For a summary inquiry, up to 15 lot numbers display on the screen at one time.

Options

If there are more than 15 lot numbers to view, use one of these options:

<F1> To view more lot numbers

<PgUp> To return to a previous screen display of lot numbers

<Enter> To view the first activity date, quantity received, quantity sold, quantity credited, and the quantity adjusted for each lot number.

Format Up to 15 digits

When you have finished reviewing the lot numbers, press <Esc>. You can then enter the item number of the next lot-controlled item that you want to inquire into.

You can also press <Esc> when the <PgUp> or <PgDn> message is displayed to end inquiry into a lot-controlled item before you reach the end of that item.

For a detail inquiry, up to 12 transactions for the lot display on the screen at one time.

Options

If there are more than 12 transactions, use one of these options:

- | | |
|--------|--|
| <PgDn> | To view additional transactions for the lot |
| <PgUp> | To return to a previous screen display of lot transactions |

When you have finished reviewing the transaction detail, press <Esc>. You can then enter the item number of the next lot-controlled item that you want to inquire into.

You can also press <Esc> when the <PgUp> or <PgDn> message is displayed to end inquiry of a lot-controlled item before you reach the end of that item.

VIEW SERIAL HISTORY

Select

Serial history from the *View* menu.

Graphical Mode

The following screen displays.

Select by ascending serial keyword

Serial keyword ▲	Item number	Item description	Serial number
0001	6	Motor, 2hp Submersible	200001
0002	6	Motor, 2hp Submersible	200002
1	4	Saw, 2hp 7 1/4" Circular	1
1	6	Motor, 2hp Submersible	1
10	4	Saw, 2hp 7 1/4" Circular	10
100	4	Saw, 2hp 7 1/4" Circular	100

Serial number Item number Motor, 2hp Submersible

Status

Vendor Customer

Invoice # Invoice #

Receipt date Invoice date

Cost Price

Customer information

Contact

Serial number history

Date ▲	Type	Reference	Parts	Labor	Travel	Exchange
14-SEP-2010	MI	r				

<F1> = next item, <SF1> = previous item, <F5> = Print

List Boxes

Serial numbers for all items display in the upper list box.

Enter a valid serial number, or partial serial number and the program will display the exact or closest matching numbers in the list box. With the focus on the list box, you may also use the arrow keys, <Page up>/<Page down> and <Home>/<End> keys to find the serial number. Use the sorting arrow to toggle between viewing the numbers in descending or ascending order.

The history details about the selected serial number display in the Serial number history tab list box below. Use the sorting arrow to toggle between viewing the history in descending or ascending date order.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:

View (Serial numbers history) XYZ Company

Keyword lookup

Serial number:

Enter serial number to view history

Enter the information as follows:

Enter a valid serial number, or partial serial number in the lookup screen. All matching serial numbers display. Select the item you wish to view and press <Enter>.

Options

You may select from one of the following options:

- | | |
|-------|------------------|
| <Esc> | To reselect |
| <F2> | To view history |
| <F5> | To print history |

Format Up to 15 characters
 Example Press <F1> and then press <Enter>.

List Boxes

Once a number for a serialized item is entered, if you have a large amount of history it may take a few moments to view all the data. The sold serial numbers display in the upper list box and the unsold serial numbers in the lower list box.

To locate a serial number in either list box you may type the serial number or use the arrow keys, <PgDn>, <PgUp>, <Home> and <End> keys.

Some of the fields that display are different depending if the item is sold or unsold. The following is a list of fields that display for each list box:

Field	Sold List Box	Unsold List Box
Invoice date	Yes	
Customer number	Yes	
Invoice number	Yes	
Price	Yes	
5 warranty dates that include Parts, Labor, Travel, Exchange or User definable other.	Yes	
Cost	Yes	Yes
New or Used code	Yes	Yes
Warehouse	Yes	Yes
Reference	Yes	Yes
Order number		Yes
Receipt date		Yes
Purchase order #		Yes
Source (Vendor)		Yes
Status (committed or loaned)		Yes
Order #		Yes
Line #		Yes

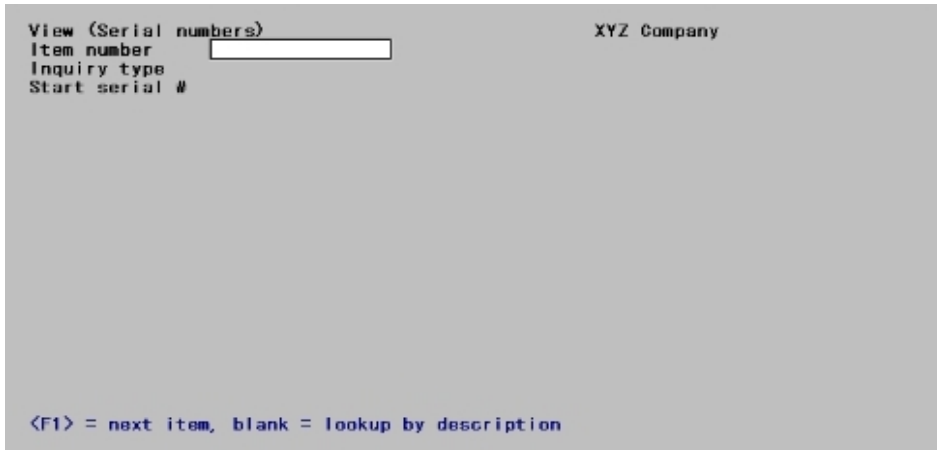
For both list boxes, use the sorting arrow to toggle between viewing the serial numbers in descending or ascending order.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:



Enter the information as follows:

Item number (Description)

Options

Enter the item number of the serialized item, or use one of the options:

- <F1> To display the next serialized item number
- <SF1> To display the previous serialized item number
- <Enter> To look up the serialized item by description

- Format Up to 15 characters
- Example Press <F1> and then press <Enter>.

Inquiry type

This field may only be entered in character mode.

Enter the type of inquiry, either U to view unsold serial numbers for the item or S to view sold serial numbers.

- Format One letter, either U or S. There is no default.

Start serial

This field may only be entered in character mode.

Enter the serial number of the first item to be displayed, or press <F2> to default to the *First* serial number on file for the item.

Up to 13 serial numbers display on the screen at one time.

Options

If there are more than 13 serial numbers to view, You may also use one of these options:

- <PgDn> To view more serial numbers
- <PgUp> To return to a previous screen display of serial numbers
- <Enter> To view the Reference text for each serial number displayed on the screen.

When the last serial number is displayed, serial number totals are shown and information on the *oldest* received serial number displays at the bottom of the screen.

For *sold* serial numbers, the invoice date, customer number, invoice number, price, warranty dates, cost, new or used code, warehouse, and reference text are shown for each serial number.

When you have finished reviewing the serial numbers, press <Esc>. You can then enter the number of the next serialized item that you want to inquire into.

You can also press <Esc> when the <PgUp> or <PgDn> message is displayed to end inquiry into a serialized item before you reach the end of that item.

VIEWING WORK ORDER HISTORY

Use the View (Work order history) selection to view work orders that have been closed (using Close work orders). *Immediate* work orders that have been issued may also be viewed using this selection.

Select

Work order history from the *View* menu.

Graphical Mode

A screen similar to this displays:

<div style="display: flex; justify-content: space-between; padding: 2px;"> New Edit Save Save / New Delete Cancel Exit </div>						
Select by ascending work order number						
W/O ▲	W/O date	Target date	Kit Item #	Reference	Quantity	Comp date
10	07/15/2010	07/15/2010	1000	GG-01	2	07/15/2010
202	01/05/1999		1000		10	01/05/1999
203	01/21/1999		1000		5	01/21/1999
204	01/29/1999		1000		10	01/29/1999
205	06/25/1999		1000		10	06/25/1999
206	09/06/2004	09/08/2004	1000	R1	1	09/08/2004

General

Work order # 10	Kit item # 1000	Starter Tool Set
Reference GG-01		Kit Item
Kit quantity required 2	Work order date 07/15/2010	
Stocking warehouse Central Central	Target date 07/15/2010	
Component warehouse Central Central	Completion date 07/15/2010	
Work order cost 400.00		
Standard cost .00		
<div style="border: 1px solid black; padding: 5px;">Comments</div>		

<F1> = next item, <SF1> = previous item

Up to six closed work orders display in the list box at one time. To scan through the closed work orders, use the arrow keys <PgUp>, <PgDn>, <Home>, and <End>.

Use the sorting arrow to toggle between viewing the serial numbers in descending or ascending order by Work order #, Kit item # and Reference.

To view open work orders, select View work orders from the Options menu.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

A screen similar to the following displays:

View (Work order history)			XYZ Company		
W/O-#	W/O-date	Kit-item-#	Description-1	Quantity	Comp-dat
Igt-date	Reference	Description-2			
202	1/05/99	1000	Starter Tool Set Kit Item	10	1/05/99
203	1/21/99	1000	Starter Tool Set Kit Item	5	1/21/99
204	1/29/99	1000	Starter Tool Set Kit Item	10	1/29/99
205	6/25/99	1000	Starter Tool Set Kit Item	10	6/25/99

Use ↑ ↓, <PgUp>/<PgDn>, <Home>, <End>, <F5> = jump, <F6> = view comments

Up to five closed work orders display on the screen at one time. To scan through the closed work orders, use the keys as shown at the bottom of the screen (<PgUp>, <PgDn>, <Home>, and <End>).

Options

You may also use the options:

- <F5> To jump directly to the W/O you wish to view, either by W/O number or reference
- <F6> To view comments entered for this W/O
- <Esc> When you are finished viewing W/O history

Press <Esc> when you are finished viewing W/O history.

VIEWING WORK ORDERS

Select

Work orders from the View menu.

Graphical Mode

The following screen displays:

Search

Kit item #

Kit item #

Component #

Serial #

Select by ascending work order number

W/O	W/O date	Kit item #	Kit serial/lot #	Comp serial/lot #	Customer #	Inv#	Inv date

Components

Component item #	Track	Description	Comp serial/lot #

To view work order history, select View work order history from the Options menu.

Search

There are options when searching for a work order.

OPTION	DESCRIPTION
Kit item #	Search for the number of the kit item
Kit item/Serial #	Search for the serial number of the kit item
Component #	Search for the number of the component item
Component/Serial	Search for the serial number of a component item

Kit item #

Component #

Enter a valid kit item # or component #.

Serial / Lot #

Enter the serial or lot number for the component or kit item.

List Boxes

When you enter a valid kit item # (or component #), in the list box a list of Work orders display that contain that number.

For the work selected in the upper list box the work order components display in the lower list box.

Exit

Select the <Esc> key or click on the Exit button to return to the menu.

Character Mode

The following screen displays:

The screenshot shows a character mode interface with a grey background. At the top left, it says "View (Work order)" and "Kit item-#:" followed by a text input field. At the top right, it says "XYZ Company" and "Serial-#:". At the bottom left, it says "<F2> = switch search method".

In character mode, on the Kit item # field, enter the kit item # or press <F2> to search by component-#. Select <Enter> to serial by serial number.

Work Orders

This chapter contains the following topics:

<u>Introduction to Work Orders</u>
<u>Entering Work Orders</u>
<u>Work Order Edit Lists</u>
<u>Committing Inventory</u>
<u>Printing Work Orders</u>
<u>Issuing Work Orders</u>
<u>Printing Issued Work Orders</u>
<u>Quick Work Orders</u>

INTRODUCTION TO WORK ORDERS

This chapter describes how to do the following:

- Enter and print an Edit list of work orders
- Print work orders
- Commit the inventory needed to process the work orders
- Issue work orders
- Print additional copies of work orders that have been issued

If you chose not use Kits in *Control information*, you may skip this chapter.

A work order is a request to assemble a specified quantity of a kit from its component items. Work order is abbreviated as W/O on various screens and reports in Inventory Control. The [Kits](#) chapter describes kits and the relationship between a kit and its components.

Work Order Types

A work order can be *immediate*, in which case the kit is immediately placed in inventory. Alternatively, a work order may be printed, issued, and the component items removed from inventory, but the kit is not placed in inventory until the work order is completed.

When a work order is defined as *immediate completion*, Inventory transactions are created to remove the components from, and to add the kit to, inventory. The kit is immediately available for sale. No document is printed, and the process of closing the work order does not arise. For an *immediate* work order, you still have to commit the inventory and issue the work order.

When a work order is not immediate (typically because some time and labor is required to physically assemble the kit), several further steps are necessary before the kit is available for sale. These steps, described in detail in succeeding chapters, are summarized below.

- The work order must be committed (so that the inventory needed to complete it is not diverted to other uses). Several iterations of this step may be needed when shortages exist and partial commitment is authorized. Committed work orders may be deleted (in which case their components are uncommitted), but they may no longer be changed.
- Work orders may be printed, but only after commitment. This is for the use of personnel doing the physical assembly. You may decide as you enter each work order whether or not you want to print it.
- Work orders must be issued. This allows physical assembly of the kit to begin. Issuance requires that all needed components have been committed and that the work order has been printed (if so specified); it also removes the components from inventory, prevents printing the work order as a *work order*, and allows printing it as an *issued work order*. Issued work orders may no longer be accessed through the Enter selection, and therefore may no longer be deleted.

- The work order must be completed (flagged as ready for closing). This happens upon physical assembly of the kit. It prevents printing an *issued work order* and allows printing a *completed work order*. Completion may be reversed at any time until the work order is closed; if this happens the completed work order reverts to being an issued work order.
- Completed work orders must be closed. Closing the work orders adds the new kits to inventory. Closed work orders may no longer be printed as *completed work orders*.
- At various stages in this progression, you may reprint work orders (even though printing was not originally specified), view work orders, or print lists of work orders not yet issued, of issued work orders, of issued orders overdue for completion, or of completed work orders.

Work orders are entered and completed individually. The other functions (*committing*, *printing*, *issuance*, and *closing*) operate upon the work orders as a group (optionally restricted by range or other properties) much as posting does in other selections.

ENTERING WORK ORDERS

Select

Enter from the *Work orders* menu.

The following screen displays:

```

Work orders (Enter)                                XYZ Company

* 1. Work order #
* 2. Kit item #
  3. Work order date
  4. Kit quantity required
  5. Work order reference
  6. Immediate completion ?
  7. Targeted completion date
  8. Print work order ?
  9. Work in Process account
 10. Commit component quantities
    when partially available ?
 11. Stocking warehouse
 12. Override Kit Component Warehouses ?

<F1> = next work order, <SF1> = previous work order, <F2> = new work order
    
```

Enter the following information:

1. Work order

If you want a new work order, use the <F2> key to generate a new work order number by adding one to the previous number used. The initial value is set in *Control information*.

Enter an existing work order number.

Options

You may also use one of the options:

- <F1> For the next work order on file
- <SF1> For the previous work order on file
- <F2> For a new work order number

Entering a number that is already on file, or using the <F1> or <SF1> keys, loads the screen with the data for that existing work order and positions the cursor at the *Field number to change ?* prompt. You may then change or delete the work order.

- Format Up to six digits
- Example Press <F2> for a new Work order.

2. Kit item

Kit items must be defined via the Items selection, and must already have been defined as a kit, via the *Kits* selection. Enter a kit item number.

Options

You may also use one of the options:

<F1>	For the next kit item number
<SF1>	For the previous kit item number
Format	Up to 15 digits
Example	Press <F1>.

3. Work order date

Enter the date to be assigned to this work order press <Enter> for the default date. For the *first* W/O entered, the default is the System date; thereafter, the date of each work order entered becomes the default for the next

Format	MMDDYY
Example	Press <Enter> for system date

4. Kit quantity required

Kit quantity required is almost always an integer, but fractional quantities are permitted if the kit is not serialized. This is occasionally useful when dealing with kits assembled from components that can be measured but not counted. For example, 105-octane gasoline might be defined as a kit assembled from an 80-octane component and a 120-octane component in a certain proportion. You might then have as a result 250.35 gallons of the 105-octane gasoline and would enter that as the kit quantity.

Enter the number of kits to be assembled for this work order.

Format	99999999.99999
Example	Type:8

5. Work order reference

Enter a reference for this work order. This field is optional and is provided so that you may enter a customer number, purchase order number, or whatever reference you choose.

Later, you will be able to locate an incomplete work order using this reference. This is useful if you need to determine if a work order for a specific customer has been completed or not. Using *View work order history*, you will also be able to locate a completed work order using this reference.

Format	Enter up to 15 characters
Example	Type:PO-135-923

6. Immediate completion ?

An *immediate completion* work order renders the kit-item available for sale now. Typically you would use this feature for kits needing little labor or time for assembly.

If you answer N the work order is processed as a normal work order. You must commit, issue, complete, and close it before you can sell the kit or before inventory is adjusted.

If you answer Y, then:

- The work order is never printed.
- It is automatically completed and closed as soon as it is entered.
- There is no targeted completion date.
- No work in process account is required (since the components are placed into and removed from work in process immediately).
- The next three fields on the screen are skipped.
- Component usage transactions and kit assembly transactions for Inventory are generated through the Issue work orders process.

Unlike regular work orders, immediate work orders can not be committed if there is a shortage of needed components. Attempting to do this generates the message *Inventory short*.

- You may continue to enter the work order as a regular work order.
- If you have already physically assembled the work order on an emergency basis by using inventory already committed to other uses, you cannot enter the immediate work order until you have either:

Received further inventory, or Identified and deleted the work order(s) whose components you have pre-empted.

Format One letter, either Y or N. There is no default.

Example Type:N and then press <Enter>

7. Targeted completion date

This field does not apply to *immediate completion* work orders.

Enter the target date on which this work order is to be completed. This date will appear on screens and reports used to track incomplete work orders.

Format MMDDYY

Example Type:92505

8. Print work order?

This field does not apply to *immediate completion* work orders.

If the nature of your business is such that you do not require a printed document, answer N. The work order will still have to be issued even though not printed. If you change your mind

later you may obtain a copy via the *Print issued work orders* selection, if the work order has already been issued; or via the *Print work orders* selection, if it hasn't. Once the work order is completed it may no longer be printed.

Format One letter either Y or N there is no default

Example Type: Y

9. Work in Process account

This field does not apply to *immediate* completion W/O's.

When the component usage transactions for the work order are posted, the work in process account entered here is debited for the cost of each component item. These items are retained in the work in process inventory until the corresponding kit assembly transaction is posted after closing the work order (using *Close work orders*).

Enter an existing work in process account or press <F2> for work in process account.

Example Press <F2>.

10. Commit component quantities when partially available?

Prior to printing this work order, you must commit the inventory quantities for the component items using *Commit inventory*. When *Commit inventory* is run, the quantity available for one or more of the component items that you designated as *Full amount* items in the kit definition (using *Kits*) may be less than the amount required to assemble the quantity of kits needed.

If you answer Y, then component-item quantities will be committed for all items, even if there is a shortage for the *Full amount* component items. In this case, the *Work Order Status Report* will show the amounts committed and the amounts still needed in order to print and issue the work order. Use this report (described in the *Committing Work Orders* chapter) to determine what receivings are needed to obtain sufficient quantities available to issue the work order. Once these receivings have been entered using *Inventory*, you may run *Commit inventory* again to commit the remainder needed to assemble the kit. Then, the work order may be printed and issued.

If you answer N, a shortage of any *Full amount* item will prevent commitment of all components on the work order. The *Work Order Status Report* will show the shortages for each component item.

Work orders compete with one another for scarce parts. If you want to ensure that kits are assembled first-come first-served, always respond Y. Understand that this could result in some work orders being delayed even though parts are on hand, because the parts they need are committed to other work orders waiting for other parts.

If you want to maximize turnover and ensure that each part is used as soon as there is a kit ready to use it, always respond N. The danger here is that work orders containing numerous parts could be kept waiting indefinitely because there is never enough at any one time of every part needed. This policy, therefore, requires more careful monitoring than the other.

Format One letter either Y or N there is no default

Example Type:Y

The next two fields appear only if you use multi-warehousing.

11. Stocking warehouse

This is the warehouse where the assembled kit is to be stocked. The kit item must already be defined (in Items) as stocked at that warehouse.

Enter a warehouse code.

Options

You may also use one of the options:

<F1> For the next warehouse for this item kit

<SF1> For the previous warehouse for this item kit

Format Up to two characters or use the option

Example Press <F1>.

The description of the warehouse appears next to its code as soon as one has been selected.

12. Override Kit component Warehouses ?

Answer Y if you wish to override.

Make any desired changes.

Options

You may also use one of the options and press <Enter>.

<F1> For the next work order on file

<SF1> For the previous work order on file

<F2> To enter a new work order number

<F3> To delete this work order

<F6> To enter or view Work Order comments

Deleting Work Orders

When a work order is deleted after inventory has been committed to that kit, any serialized components are released. They become available for sale or for incorporation into another kit.

To enter or view existing comments about this work order, press <F6>.

Entering Comments

Press <F6> to enter up to 10 lines of 64 characters each.

Options

When you press <Esc> from the comments window, you have these file options:

File	Save what was just entered/changed, and clear the screen for entry of another comment. (Like pressing <Enter> at <i>Field number to change ?</i> in other selections.)
Save & Continue	Save what has been entered or changed, but leave the information on the screen for further work.

WORK ORDER EDIT LISTS

This selection enables you to edit and display all or a range of work orders.

Select

Edit list from the *Work orders* menu or *Work order edit list* from the *Reports, kits* menu.

The following screen displays:

Work orders (Edit list) XYZ Company

1. Starting work order #
2. Ending work order #
3. Cut-off targeted completion date
4. Work order status

<F2> = "First"

Enter the following information:

1. Starting work order # and 2. Ending work order

Enter the range of work orders to appear on the edit list or press <F2> for *First* and *Last* at each field.

Format Up to six digits for each field, or use the option
Example Press <F2> at each field

3. Cut-off targeted completion date

Enter the last targeted completion date for which work orders are to be included on the edit list or use the options below. Work orders with a targeted completion date later than this date will not be included.

Press <F2> for *Latest* (no cutoff date)

Format MMDDYY or use the option
Example Press <F2> for *Latest*

4. Work order status

The status of a work order changes as it proceeds through the various steps of processing. These are listed in the table below.

Enter one of the statuses listed.

Options

You may also use the options:

N	For Not committed
S	For Inventory short
P	For OK to print
I	For OK to issue
<F5>	To include <i>All</i> work orders regardless of status

Note that *Issued* is not listed as a status. A separate selection is available to print issued work orders. Refer to the *Print Issued Work Orders* chapter.

Format One letter from the options above

Example Press <F5> then press <Enter>.

WORK ORDER STATUS	DESCRIPTION
N Not committed	Assigned by Work orders when the work order is first entered.
S Inventory short	Assigned by Commit inventory when there is a shortage of a <i>Full amount</i> item and commitment of partially available inventory is disallowed.
P OK to print	Assigned by Commit inventory when there is sufficient quantity available for all <i>Full amount</i> items and the work order is to be printed before being issued.
I OK to issue	Assigned by Print work orders after printing a work order. Also assigned by Commit inventory when there is sufficient quantity available for all <i>Full amount</i> items and the work order does not need to be printed before being issued.

COMMITTING INVENTORY

Prior to printing a work order, you must commit the inventory quantities for the component items using Commit inventory.

When Commit inventory is run, there may be insufficient quantities available for one or more component items that you designated *Full amount* in the Kits selection.

If you answered Y to *Commit inventory when partially available?* on the work order, then component-item quantities will be committed for all items. In this case, the Work Order Status Report will show the amounts committed and the amounts still needed in order to print and issue the work order. Use this report to determine what receivings must be done in order to have sufficient quantities available to issue the work order.

For shortages on *Full amount* component items, once receivings have been entered using Inventory, you may run Commit inventory again to commit the remainder needed to assemble the kit. Then, the work order may be printed and issued.

If you answered N to *Commit inventory when partially available?*, then no component items are committed if there is a shortage of any *Full amount* items. The Work Order Status Report will show the shortages for each component item.

The Work Order Status Report is printed as part of running Commit inventory. It shows the status (as described earlier) of each work order processed. For work orders with insufficient quantities available for *Full amount* components, or with insufficient quantities for *Shortage OK* components, actual shortages are shown on the report. Shortages of *Shortage OK* components do not prevent a work order from being printed and issued. They are listed on the *Work Order Status Report* for your information.

Select

Commit inventory from the *Work orders* menu.

The following screen displays:

Work orders (Commit inventory) XYZ Company

1. Starting work order #

2. Ending work order #

3. Cut-off targeted completion date

<F2> = "First"

Enter the information as follows:

1. Starting work order # and

2. Ending work order

Enter the range of work order numbers for which to commit inventory or press <F2> for *First* and *Last* at each field

Format Up to six digits for each field, or use the option

Example Press <F2> at each field.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to commit inventory for work orders. Those with a targeted completion date that is later than this date will not be processed by Commit inventory. Press <F2> for *Latest* (no cutoff date).

Format MMDDYY or use the option

Example Press <F2> for *Latest*.

PRINTING WORK ORDERS

This selection enables you to print all or a range of work orders from file. If you specify that a work order must be printed prior to being issued, then print it using this selection.

Immediate completion work orders cannot be printed

If you specify that a work order must be printed prior to being issued, then print it using this selection.

Select

Print work orders from the *Work orders* menu.

The following screen displays:

Work orders (Print work orders) XYZ Company

1. Starting work order #
2. Ending work order #
3. Cut-off targeted completion date
4. Reprint work orders already printed ?
5. Print in order by

<F2> = "First"

Enter the information as follows:

1. Starting work order

2. Ending work order

Enter the range of work orders to print or press <F2> for *First* and *Last* at each field.

Format Up to six digits for each field, or use the option

Example Press <F2> at each field for *First* and *Last*.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to print work orders. Work orders with a targeted completion date later than this date will not be printed. You may also press <F2> for *Latest* (no cutoff date).

Format MMDDYY or use the option.

Example Press <F2> for the *Latest*.

4. Reprint work orders already printed?

Answer Y to reprint work orders that have already been printed.

If you are using multi-warehousing, an additional field appears:

Format One letter either Y or N, the default is N.
 Example Press <Enter> to accept the default.

5. Print in order by

Select S by stocking warehouse, or W by work order number.

If you select S to print in order by stocking warehouse, field #6 appears as follows:

S Stocking warehouse
 W Work order number

Format One letter from the table above there is no default.
 Example Type: S and then press <Enter>.

6. Stocking warehouse

Enter a warehouse. Work orders are printed if their kit items are to be stocked at this warehouse.

Options

You may also use one of the options:

<Enter> For the *Central* warehouse
 <F1> To print work orders for *All* stocking warehouses (work orders will be printed in order by the warehouse in which the kit items are stocked)

Format Two characters or use the option
 Example Press <Enter> for *Central*.

ISSUING WORK ORDERS

A work order may be issued if it has the status *OK to issue*. This status is assigned when the following has occurred:

- All *Full amount* component items have been committed for the work order, using Commit inventory.
- The work order has been printed. (This step is not required if you answered N to *Print work order ?* when the work order was entered.)

When a work order is issued, component usage transactions are generated in the Inventory Transaction file for each component-item of the work order. Additionally, the *Qty on W/O* for each kit-item is increased.

For an *immediate* completion work order, a kit assembly transaction is generated in addition to the component usage transactions. However, the *Qty on W/O* is not increased for the kit-item because the work order is considered to be completed immediately. However, the generation of the kit assembly transaction increases the quantity of the kit-item available for sale by decreasing quantity committed for the kit-item.

Select

Issue work orders from the *Work orders* menu.

The following screen displays:

Work orders (Issue work orders) XYZ Company

1. Starting work order #
2. Ending work order #
3. Issuing date
4. W/O cut-off date
5. Print W/O register ?
6. Issue in order by

<F2> = "First"

Enter the following information:

- 1. Starting work order # and**
- 2. Ending work order #**

Enter the range of work orders to issue or press <F2> for *First* and *Last* at each field.

Format Up to six digits for each field, or use the option
Example Press <F2> at each field.

3. Issuing date

Enter the issue date to be assigned to these work orders. This date is used as the date for the component usage and kit assembly transactions that are placed in the Inventory Transaction file. You may also press <Enter> to use the System date.

Format MMDDYY or use the option
Example Press <Enter> for the *System* date.

4. W/O cut-off date

Enter a cut-off date for the work orders to be issued. Work orders with a *Work order* date that is later than this date will not be issued. You may also press <Enter> to use the date entered for *Issuing date*.

Format MMDDYY or use the option
Example Press <Enter> for the *Issuing* date.

5. Print W/O register?

Answer Y to print a Work Order Register.

If you chose to print a Work Order Register, then select to print the register in either F (full) or B (brief) format.

Format One letter either Y or N, there is no default
Example Type Y then press <Enter>.

If you are using multi-warehousing, an additional field appears:

If you chose to print a Work Order Register, a new section of this field will appears, then select to print the register in either F (Full) or B (Brief) format.

Options

You can use one of the following options :

F For Full format of W/O Register
B For Brief format of W/O Register

Format One letter either F or B. There is no default.
Example Type: F and then press <Enter>.

6. Issue in order by

Enter S to issue work orders by stocking warehouse, or W by Work order number.

Options

You may also use one of the options:

S For Stocking warehouse

W For Work order number

If you enter S for *Issue in order by*, field #7 appears as follows:

7. Stocking warehouse

Enter the stocking warehouse for which to issue work orders.

Options

You may use one of the options:

<Enter> For the *Central* warehouse

<F5> For *All* warehouses

Format Enter up to two characters or use the option

Example Press <F5> for *All* warehouses.

Make any desired changes, or use one of the options, and then press <Enter>.

PRINTING ISSUED WORK ORDERS

Use the Print issued work orders selection to print additional copies of non-immediate work orders that have been issued.

You may also use this selection to print *don't print work orders* (i.e., work order was originally specified to not print).

Work orders may not be printed using this selection after they are closed using Close work orders, or if they were specified as *immediate* completion when the work orders were entered.

Select

Print Issued work orders from the *Work orders* menu.

The following screen displays:

Print issued work orders XYZ Company

1. Starting work order #
2. Ending work order #
3. Cut-off targeted completion date
4. Include "Don't print" work orders ?
5. Print in order by

<F2> = "First"

Enter the information as follows:

1. Starting work order # and

2. Ending work order

Enter the range of work orders to print or press <F2> for *First* and *Last* at each field

Format Up to six digits for each field, or use the option.

Example Press <F2> at each field.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to print work orders. Work orders with a targeted completion date later than this date will not be printed. You may also use press <F2> for *Latest* (no cut-off date)

Format MMDDYY , or use the option.

Example Press <F2> for (no cut-off date) *Latest*.

4. Include "Don't print" work orders ?

Do not print work orders are those for which you answered N to field # 8 (*Print work order ?*) in *Work orders (Enter)*.

If you answer Y, all work orders will be printed. If you answer N, *Do not print* work orders will not be printed.

Immediate completion work orders are never printed.

Format One letter, either Y or N, there is no default.

Example Type:Y and then press <Enter>.

5. Print in order by

Enter S by stocking warehouse, or W by work order number.

Options

Use one of the following options :

S For Stocking warehouse

W For Work order number

Format One letter, either S or W. There is no default.

Example Type S and then press <Enter>.

If you enter S for *Print in order by*, field # 6 appears as follows:

6. Stocking warehouse

Enter a warehouse. Work orders will be printed if their kit-items are to be stocked at this warehouse.

Enter the stocking warehouse for which to issue work orders.

Options

You may also use on of the options:

<Enter> For *Central* warehouse

 For *All* warehouses

Format Enter up to two characters or use the option.

Example Press <F5> for *All* warehouses.

Make any desired changes, or use one of the options, and then press <Enter>.

QUICK WORK ORDERS

Use the Quick work orders selection to process a single step work order.

Select

Quick work orders from the *Work orders* menu.

The following screen displays:

Quick work orders (Enter) XYZ Company

1. W/O-#

2. Date

3. Kit item-#

4. Disassembly ?

5. Quantity

6. User

7. Kit warehouse

<F1> = next work order, <SF1> = previous work order, <F2> = new work order

Enter the information as follows:

1. W/O-

Enter the number of the quick work orders to process.

Options

You may also use on of the following options:

- <F1> For the next work order
- <SF1> For the previous work order
- <F2> To create a new work order

Format Up to six digits

Example Press <F2>.

2. Date

Enter the date for this quick work order or press <Enter> for the System date.

Format MMDDYY ,or use the option.

Example Press <Enter> for the System date.

3. Kit Item #

Enter in the kit item number you are building.

Options

You may also use one of the options:

- <F1> For next Kit item number
- <SF1> For previous Kit item number
- Format Enter up to 15 characters, or use the option.
- Example Press <F1> and then press <Enter>.

4. Quantity

Enter the quantity of kits you will be building.

- Format Up to nine digits
- Example Type:234

5. User

Enter in the user id of the person building the kit or press <Enter> for the default User ID.

- Format Enter up to four characters, or use the option.
- Example Press <Enter> for the default User ID.

6. Kit warehouse

Enter a warehouse or press <Enter> for the *Central* warehouse

- Format Up to two characters, or use the option.
- Example Press <Enter> for *Central* warehouse.

Make any changes or press <Enter> at *Field number to change ?*. The following screen displays:

Quick work orders (Enter)
Work order#: 208 Kit item#: 1000
Serial#/Lot#: (Assigned during posting)

XYZ Company
Starter Tool Set
Kit Item

Item-#	Description-1	Trk	Need	Whs Serial-#/Lot-#
1	Drill, 1/4" Power Hand	N	1	Cen
2	Hammer, 16 oz. Claw	D	1	Cen
3	Wrench, 3/8" Socket Set	N	1	Cen
5	Chisel, 5 pc Set	N	1	Cen

Item Qty avail: 572
Press ↑↓, PgUp/PgDn, <F2> = insert, <F3> = delete, <F5> = move

This screen allows you to modify the components items, quantity and warehouse if they differ from the original entry under *Kits*.

You may use the following options:

<PgUp> or <PgDn>	Page Up or Page Down
<F2>	To insert
<F3>	To delete
<F5>	To move

When inserting or entering a new component, you must enter the following fields:

Item-#

Enter the component item number.

The item must already have been defined as an item in the *Items* selection.

Format	Up to 15 characters or use the option
Example	Press <F1>

Note

Miscellaneous items (those beginning with an asterisk) may be included as components in kit-items. You may use them to assign labor charges and overhead costs to a kit-item.

Need

Enter the number of component-items required to assemble one kit item. Press <Enter> to default to a quantity of 1.

Format	99999999.99999
Example	Type: 1 and press <Enter>

Whs

This field may not be entered if you are only not using multiple warehouses.

Enter a warehouse code, or use the option:

<Enter>	To designate this warehouse as the “ <i>Central</i> ” warehouse
<F1>	To scan through the warehouses on file

Serial-#/Lot-#

If you have serialized or Lot controlled items, you must enter serial and lot numbers for this item.

Press <Esc> when you have made your changes and entries.

Options

The options that become available are:

- | | | |
|---|----------------------|---|
| 1 | <i>Save and post</i> | To save and post the work order |
| 2 | <i>Save</i> | To save the changes to the work order.
You may return later and continue editing the work order or post it then. |
| 3 | <i>Abort</i> | To not save the quick work order |

Completed Work Orders

This chapter contains the following topics:

<u>Introduction to Completed Work Orders</u>
<u>Marking Work Orders Complete</u>
<u>Printing Completed Work Order Edit Lists</u>
<u>Closing Completed Work Orders</u>

INTRODUCTION TO COMPLETED WORK ORDERS

If you chose not to *Use kits* in Control information, skip this chapter.

This chapter does not apply to *Immediate work orders*.

The *Completed work orders* selection enables you to process issued work orders. You will be requested to enter serialized numbers for serialized kits.

Four selections are available:

1. You can list incomplete (overdue) work orders.
2. You can report the completion of a work order.
3. You can print an edit list of completed work orders.
4. You can close completed work orders. *Closing* is similar to posting, and generates kit assembly transactions for processing by Inventory.

Select

Incomplete work orders from the *Reports, kits* menu.

The following screen displays:

Reports, kits (Incomplete work orders) XYZ Company

1. Starting targeted completion date
2. Ending targeted completion date
3. Starting work order #
4. Ending work order #
5. Print in order by

<F2> = "Earliest"

Enter the following information:

- 1. Starting targeted completion date and**
- 2. Ending targeted completion date**

Enter the range of targeted completion dates to be included or press <F2> for the *Earliest* and *Latest* for each field

Format MMDDYY for each field or use the option

Example Press <F2> for the *Earliest* and *Latest*.

3. Starting work order # and

4. Ending work order

Enter the range of work orders to include on the print list or press <F2> for *First* and *Last* for each field

Format Up to six digits on each field
 Example Press <F2> for *First* and *Last*.

If you are using multi-warehousing, an additional field displays:

5. Print in order by

This field enables you to control the order in which the list is printed, or (in conjunction with the following field) to restrict printing to a single warehouse.

Options

Enter one of the following:

S For stocking warehouse
 W For work order number
 Format One letter, either S or W there is no default
 Example Type: W and then press <Enter>.

*6. Stocking warehouse

If you selected stocking warehouse for the previous field enter the stocking warehouse or select *All* warehouses, the list is printed for every warehouse. The previous field merely controls the sequence without restricting the selection.

If you specify a particular warehouse, the list is restricted to those work orders whose stocking or component warehouse (respectively) match that specified. Since only one warehouse is involved, the sequence is by work order.

Enter a warehouse.

Options

You may also use one of the options:

<F5> For *All* warehouses
 <Enter> For the *Central* warehouse
 Format Up to two characters or use the option
 Example Press <Enter> for <Central warehouse>.

The field does not appear because you chose W for the previous field. Make any needed changes at *Field number to change ?*, and print the report.

MARKING WORK ORDERS COMPLETE

The Completed work orders selection enables you to flag work orders as complete and specify the completion date. Completed work orders are eligible for closing.

Select

Enter from the Completed work orders menu.

The following screen displays:

Completed work orders (Enter)

XYZ Company

W/O-#	W/O-date	Kit-item-#	Description-1	Quantity	Comp-dat
	Tgt-date	Reference	Description-2		
206	9/06/04	1000	Starter Tool Set	1	
	9/08/04	R1	Kit Item		

Use ↑ ↓, PgUp/PgDn, Home, End, Enter completion dat
 <F1> = 9/08/04 , <F3> = incomplete, <F5> = jump, <F6> = view comments

To mark a work order as *complete*, enter the completion date or press <F1> for the System date.

The cursor then moves to the *Comp-dat* column for the next incomplete work order. If this is the last work order on file, you are informed of this.

To scan through the work orders that are incomplete, or have been marked as complete but have not yet been posted, use the keys as shown at the bottom of the screen (arrow keys, <PgUp>, <PgDn>, <Home>, and <End>).

Options

You may also use one of these options:

- <F3> To change a work order from complete (date shown) to *incomplete* (completion date is removed)
- <F5> To jump directly to the work order you wish to view, either by work order number or reference
- <F6> To view comments entered for this work order

When you are through entering completion dates, press <Esc>.

Printing Completed Work Order Edit Lists

After you mark work orders as complete, you may want to print an edit list to review your selections before you actually close the work orders.

Select

Edit list from the *Completed work orders* menu or *Completed W/O edit list* from the *Reports, kits* menu.

The following screen displays:

Completed work orders (Edit list) XYZ Company

1. Starting work order #

2. Ending work order #

3. Cut-off completion date

<F2> = "First"

Enter the following information:

1. Starting work order # and 2. Ending work order

Enter the range of work orders to close or press <F2> for *First* and *Last* in both fields

Format Up to six digits for each field or use the option
Example Press <F2> at each field.

3. Cut-off completion date

Enter the cut-off completion date to use in closing work orders or press <F2> for *Latest* (no cut-off date) use the option. Only work orders with a completion date on or earlier than this date will be closed.

Format MMDDYY or use the option
Example Press <F2>.

Make any needed changes at *Field number to change ?*, or press <Enter> to print the Edit list.

Only the kits appear on the list, not the components.

After the report is printed, kit assembly transactions are generated and placed in the Inventory Transaction file. Use *Inventory* to view, print an edit list, and post those transactions.

CLOSING COMPLETED WORK ORDERS

The *Close work orders* selection enables you to close work orders which have been marked or logged as *complete*. A report listing the closed work orders may be printed if desired.

Closed work orders remain on file until purged, and can still be viewed or listed.

Select

Close work orders from the *Completed work orders* menu.

The following screen displays:

Completed work orders (Close work orders) XYZ Company

1. Starting work order #

2. Ending work order #

3. Cut-off completion date

4. Print W/O register ?

5. Close in order by

<F2> = "First"

Enter the following information:

1. Starting work order # and 2. Ending work order

Enter the range of work orders to include on the edit list. Follow the screen instructions.

Format Up to six digits at each field, or use the option
Example Press <F2> for the *First* and *Last* at both fields.

3. Cut-off completion date

Enter a cut-off for targeted completion date or press <F2> for *Latest* (no cut-off date). Work orders with a targeted completion date which is later than the date entered here will not be included on the edit list.

Format MMDDYY
Example Press <F2> for the *Latest* (no cut-off).

4. Print W/O register ?

Format One character, either Y or N.
Example Type: Y.

5. Close in order by

This field enables you to control the order in which the list is closed, or (in conjunction with the following field) to restrict printing to a single warehouse.

Options

Use one of the following options:

S For stocking warehouse

W For work order number

Format One letter either, S or W. There is no default

Example Type: W and then press <Enter>.

Make any needed changes at Field number to change ? or press <Enter> to close the work orders and print the *Work Orders Closed* Report.

Expanded Physical Count

This chapter contains the following topics:

<u>Introduction to Physical Count</u>
<u>Creating Physical Count Transactions</u>
<u>Entering Counted Quantities</u>
<u>Adding New Transactions</u>
<u>Removing Physical Count Transactions</u>
<u>Importing Counted Quantities</u>
<u>Printing Physical Count Worksheets</u>
<u>Creating Adjustment Transactions</u>
<u>Physical Count Continued Operations</u>

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INTRODUCTION TO PHYSICAL COUNT

Use the Physical count selection to perform an *expanded* physical inventory count. This selection allows high speed entry of physical counts through manual data entry or through the use of hand-held terminals.

You must specify the *Expanded* physical count method in Control information in order to perform a physical inventory count in this manner. If you specified the *Normal* physical count method, refer to the [Physical Count Worksheets](#) chapter.

Performing Expanded Inventory Counts

To perform an Expanded Physical Inventory Count, follow these steps:

STEP	DESCRIPTION
1	Create physical count transactions for the items to be counted. These transactions are created automatically and represent a suspended picture of the on-hand inventory levels. Select <i>Create</i> from the Physical count menu to create the physical count transactions.
2	Print a physical count worksheet for the items, to be used for the actual count. The worksheet may be printed in either item number or location order, for any range of items with physical count transactions. Select <i>Worksheet</i> from the Physical count menu to print the worksheet.
3	Enter the actual counted quantities of the items in the corresponding physical count transactions. As many as five separate counts may be entered for a single inventory item. Counts can be entered manually, or automatically if the counts were taken with a device such as a hand-held terminal. Select <i>Enter</i> from the Physical count menu to manually enter actual counts, or select <i>Import</i> to automatically import the actual counts.
4	Review the accuracy of the entered counts by printing a physical count worksheet for the items, specifying to print actual counts and variances. In addition to printing the actual counted quantity for each item, the <i>suspended</i> on-hand quantity is printed, and the variance in quantity and cost between the two figures is shown. Select <i>Worksheet</i> from the Physical count menu to print the worksheet, specifying to print actual counts

STEP	DESCRIPTION
	and variances. Make changes or additions to the counted quantities as necessary, using the <i>Enter</i> selection.
5	Select <i>Create adjustments</i> from the Physical count menu. Automatically create adjustment inventory transactions for items whose actual counts differ from their <i>suspended</i> on-hand quantities. Upward and downward adjustment transactions are created only for the items that you specify.

The inventory adjustment transactions may be processed further, using the *Inventory selection*. Use *Inventory (Enter)* to edit them as necessary. When all the required changes are made, use *Inventory (Post)* to post the adjustment transactions.

Uncounted Items Continuing Operations

Passport recommends that once the physical count transactions have been created, you avoid computer operations that affect on-hand inventory levels for those items. These computer operations can be resumed after posting the physical count adjustments.

If you must continue these computer operations, refer to [Physical Count Continued Operations](#).

Until the actual counting process is completed, it is a good practice not to remove or bring in physical goods to the area where goods are being counted.

If goods arrive after the count transactions are created, place them in an area where they will not be counted. If goods must be removed after the transactions are created, record the quantities being removed and include the quantities in your counted quantity figures.

This allows for a fixed relationship between the suspended on-hand quantity and the counted on-hand quantity, and ensures that the inventory adjustment quantity and cost (variance) are correct.

CREATING PHYSICAL COUNT TRANSACTIONS

Select

Create from the *Physical count* menu.

The following screen displays:

Physical count (Create) XYZ Company

Please enter:

1. Starting item number
2. Ending item number
3. Starting location
4. Ending location
5. Inventory account #
6. Vendor number
7. Product category
8. Product sub-category
9. Warehouse
10. Creation date

<F2> = "First"

Enter the information as follows:

1. Starting item number and

2. Ending item number

Enter the range of item numbers for which physical count transactions are to be created or press <F2> for the *First* item number.

Format Up to 15 digits
Example Press <F2> to select the first item number.

For field #2, select <F2> for the *Last* item number.

Format Up to 15 digits
Example Press <F2> to select the First item number.

3. Starting location and

4. Ending location

Enter the range of locations of the items for which physical count transactions are to be created or press <F2> for the *First* and *Last* item number.

Format Four digits or select the option
Example Press <F2> to select the *First* item number.

In field #4, you can select <F2> for the *Last* item.

Format Four digits or select the option
Example Press <F2> to select the *Last* item number.

5. Inventory account

Enter the inventory account for which to create the transactions, or use one of the options:

<F1> For the next inventory account
<SF1> For the previous inventory account
<F2> For the default inventory account
<F5> For *All* inventory accounts

Example Press <F5>.

6. Vendor number

Enter the vendor number to create transactions for only one vendor, or press <F5> to create transactions for *All* vendors.

Format Six digits or use the option
Example Press <F5> to create transactions for *All* vendors

7. Product category

Enter the product category to create transactions for only one product category, or press <F5> to create transactions for *All* categories.

Format Up to five digits or use the option
Example Press <F5> for *All* product categories

8. Product sub-category

Enter the product sub-category to create transactions for only one product sub-category, or <F5> to create transactions for *All* sub-categories.

Format Up to five digits or use the option
Example Press <F5>.

9. Warehouse

This field appears only if you are using multi-warehousing.

Enter the warehouse code for which you want transactions created, or use one of the options:

<Enter> For the *Central* warehouse
<F5> For *All* warehouses

Format Up to two digits for warehouse code or use the option

Example Press <Enter> for the *Central* warehouse.

10. Creation date

Enter the date that is to display and print as the *on file as* of date for the physical count transactions, or press <Enter> to use the System date.

The creation date is for reference only, and represents the date on which the picture is taken of your on-hand inventory.

Format MMDDYY

Example Press <Enter> for the *System date*.

Physical count transactions are automatically created for the specified items in the warehouse(s) designated.

For lot-controlled items, a separate physical count transaction is created for each lot number (if no lot numbers exist for the item, no physical count transaction is created).

If other physical count transactions are already present, and a duplicate transaction is encountered while creating new physical count transactions, *Duplicate record encountered* displays.

Options

You are then provided the following three options:

Skip duplicates

New physical count transactions are created only for those items that do not already have a transaction on file.

Replace duplicates

New transactions are created for all specified items. Any existing transactions are replaced by the new transactions.

Abort

The creation process is canceled. Any new transactions that were created prior to encountering the duplicate remain in the file, and no additional transactions are created.

ENTERING COUNTED QUANTITIES

Use the *Enter* selection to manually enter or change the actual counted quantities for an item's physical count transaction.

New physical count transactions can also be created in the Enter selection to add transactions for items that are found during the actual physical count. (Note that the item number and a status record for the corresponding warehouse must already exist in the I/C Item and Status files.)

Select

Enter from the *Physical count* menu.

For multi-warehousing, you are asked to specify the warehouse for which you want to enter or change counted quantities. Enter the warehouse code, or press <Enter> for the *Central* warehouse.

The following screen displays:

```

Physical count (Enter)                                XYZ Company

1. Item number 

Warehouse      Central                               Track meth:
Location

2. Count qty-1                                On file as of      Qty-on-hand
3. Count qty-2                                Total counted:
4. Count qty-3
5. Count qty-4
6. Count qty-5
7. Comment

<F1> = next entry by location, <F2> = next item, blank = look up by description
<Up Arrow> = enable entry search by category
    
```

Enter the information as follows:

1. Item number

Enter the item number or bar code of the physical count transaction for which you want to enter or change counts.

Options

You may also use one of the options:

- <Enter> To look by description
- <F1> For the next entry by location
- <F2> For the next item
- <Up> To toggle the search by category, item #, or location

When the physical count transaction displays, the item's suspended *Qty-on-hand* figure is displayed next to the *On file as of date*, and the cursor is positioned at *Count qty-1* for entry of the actual counted quantity.

- Format Up to 20 digits for an item #
- Format Up to 24 characters for a category
- Example Press <F1> and then press <Enter>.

ADDING NEW TRANSACTIONS

If you enter an item number or bar code for which there is no transaction, the current date displays as the *On file as of* date, and the current quantity on-hand for the item is shown.

A message displays to inform you that the transaction is not on file and you are asked if you wish to add it. Answer Y to add the new physical count transaction. The cursor is then positioned at *Count qty-1* for entry of the actual counted quantity.

Continue entering the information as follows:

2. Count qty-1

Enter the actual counted amount. Negative values are allowed, and you may default to zero by pressing <Enter>.

<Enter>	To reset to zero
<F1>	For next entry by location
<F3>	To delete an entry
<F5>	To correct an entry

Format 99999999.99999-

Example Type: 240

3. Count qty-2

Format 99999999.99999-

4. Count qty-3

Format 99999999.99999-

5. Count qty-4

Format 99999999.99999-

6. Count qty-5

Format 99999999.99999-

Use *Field number to change ?* to enter additional counted amounts for this item in field #'s three through six.

The sum of all counts entered for a transaction is displayed in the *Total counted* field.

7. Comment

Use *Field number to change ?* to enter a comment for the physical count transaction.



Format Up to 25 characters
Example Type:count and press <Enter>.

REMOVING PHYSICAL COUNT TRANSACTIONS

Use the Remove selection to delete a range of physical count transactions.

Select

Remove from the *Physical count* menu.

The following screen displays:

Physical count (Remove) XYZ Company

Please enter:

1. Starting item number
2. Ending item number
3. Starting location
4. Ending location
5. Inventory account #
6. Vendor number
7. Product category
8. Product sub-category
9. Warehouse

<F2> = "First"

To specify the range of items for transactions that you want to remove, enter the information on this screen in the same manner as described for the *Create* selection.

1. Starting item number

2. Ending item number

Enter the range of item numbers for which physical count transactions are to be removed or press <F2> for the *First* item number.

Format Up to 15 digits or use the option
Example Press <F2> then <Enter> to select *First*

Options

For field #2 press <F2> for Last item number.

Format Up to 15 digits or use the option
Example Press <F2> then <Enter> to select *Last*.

3. Starting location and

4. Ending location

Enter the range of locations of the items for which physical count transactions are to be removed or press <F2> to select First.

Format Four digits or select the option
 Example Press <F2> and then <Enter> to use *First*.

For field, field #4 press for the Last location.

Format Four digits or select the option
 Example Press <F2> then <Enter> for *Last*.

5. Inventory account

Enter the inventory account for which to remove the transactions.

Options

You may also use one of the options:

<F1> For the next inventory account
 <SF1> For the previous inventory account
 <F2> For the default inventory account
 <F5> For *All* inventory accounts

Format Enter up to seven digits or use the options
 Example Press <F5> to select *All* then press <Enter>

6. Vendor number

Enter the vendor number to remove transactions for only one vendor or press <F5> to remove transactions for *All* vendors.

Format Enter six digits or the option
 Example Press <F5> and then press <Enter> for *All* vendors.

7. Product category

Enter the product category to remove transactions for only one product category press <F5> to remove transactions for *All* categories.

Format Enter up to five digits or use the option
 Example Press <F5> then press <Enter> for *All*.

8. Product sub-category

Enter the product sub-category to remove transactions for only one product sub-category press <F5> to remove transactions for *All* sub-categories.

Format Up to five digits or use the option for *All*
 Example Press <F5> then press <Enter>.

9. Warehouse

Enter the warehouse code for which you want transactions created or press <F5> for the *Central* warehouse .

Format Up to two digits of warehouses code or use the option

Example Press <Enter> for the *Central* warehouse.

Field number to change ?

Make any needed changes, then press <Enter>.

IMPORTING COUNTED QUANTITIES

Use the *Import* selection to automatically import the actual counts for physical count transactions.

Note

Before using this selection, be sure to make a backup copy of your *ICPHXF* file in the *Inventory Data File* directory. If you have to rerun the Import selection for any reason, you will need to restore this file to its original state prior to the rerun.

If you use a hand-held terminal to perform the physical counting process, the Import selection can retrieve the actual counts collected by the device from a disk file and update the corresponding transactions.

Saved Import Formats

If an import format was saved previously when using this selection, that format is displayed automatically.

Use *Field number to change ?* to make any necessary changes for the file to be imported in this session. You may also press <F1> to clear the screen to enter a new import format.

Select

Import from the *Physical count* menu.

***1. Warehouse**

For multi-warehousing, you are asked to specify the warehouse for which the counts are to be imported. Enter the warehouse code.

Options

You may also use the options:

<Enter> For the *Central* warehouse

<F5> For *All* warehouses

Format Up to two digits of warehouses code or use the option

Example Press <Enter> for the <Central> warehouse.

The following screen displays:

Physical count (Import) Warehouse: Central

1. Import filename

2. Duplicate counts

3. Field format

4. Primary lookup by
Secondary lookup by

5. Use 1 if blank ?
Implied decimal places

6. Lot numbers

Enter the information for a new import format as follows:

1. Import filename

Enter the name of the file to be imported. If the import file is not in the PBS top-level folder (directory), include the drive letter or path name where it is located.

Format Up to 14 characters
Example A:\IMPORT.EXP

2. Duplicate counts

Enter the letter that corresponds to the desired processing method if a count has already been recorded in the transaction.

Enter S to skip the import count if any count, including 00. You may default to S by pressing <Enter>.

Enter A to add the import count to the next available count field of the transaction or, if all count fields contain entries, add to the existing entry for *Count qty-5*.

Enter R to replace all existing counts in a transaction with the import count.

Options

Use the following options:

S To skip the duplicate counts
A To add the duplicate counts
R To replaces the duplicate counts

Format One letter from the table above. The default is S.
Example Press <Enter> to accept the default.

3. Field format

Format One character

Enter the letter that corresponds to the format of each field in a record of the import file.

Options

Enter the one of the following options:

- | | |
|---|--|
| D | If the data fields in a record are in variable starting columns, and are separated by a specific, <i>delimiting</i> character at the end of each field |
| F | if each data field in each record always begins in a specific, <i>fixed</i> column. |

If you specify a *delimited* field format, two additional fields display for you to further define the delimiting character.

Delimiting char

Format Two characters

This field will only need to entered if you selected **D** for the field format.

Specify the ASCII character used at the end of each field to separate the fields in a record. The character should be entered in its two-character hexadecimal form.

The corresponding ASCII character is then displayed in quotation marks next to the hexadecimal entry.

If the delimiting character is a comma “,”, enter B2

Text in quotes?

This field will only need to entered if you selected **D** for the field format.

Answer Y if the text fields in a record are enclosed in quotation marks. Otherwise, answer N.

Use the remaining fields on this screen to describe the item number, quantity, serial number, and lot number information in the import records. The fields that display depend on the field format that you entered in field #3.

Format One letter, either Y or N.

Example Type: N and then press <enter>.

4. Item numbers

Describe the method of determining item numbers, as follows:

Primary lookup by

Enter the letter corresponding to the first method to be used to locate each item number.

Enter I if the actual item number appears in the import record, or enter B if the item's bar code exists in the import record.

Format One letter, either I or B.

Example Type: I and then press <enter>.

Secondary lookup by

Enter the letter corresponding to the alternate method of locating the item number in each import record, or press <Enter> for no secondary lookup method.

During the import, the item number (or bar code) is initially looked up using the method specified for *Primary lookup by*. If a matching entry is not located using that method, the *Secondary lookup by* method is used.

Format One letter, either I or B.

Example Type: I and then press <enter>.

Field number

For *delimited* field formats, enter the relative field number of the item number (or bar code) in an import record.

For example, if you enter 4 for this field, the item number (or bar code) for each item would be found in the fourth field, and is preceded by three occurrences of the delimiting character specified above in field #3.

Format Enter up to two digits

Example Type: 10 and then press <Enter>.

Start Position and Length

Length

For *fixed position* field formats, specify the starting column number and length of the item number (or bar code) field in an import record.

For example, if you enter a *Start position* of 15, and a *Length* of 10, the item number (or bar code) for each item would be found beginning at column 15 and extending for 10 characters.

5. Quantities

Describe the handling and location of the quantity in each import record, as follows:

Use 1 if blank?

Answer Y to import a default transaction quantity of 1 for any record whose quantity is spaces. Otherwise, answer N.

If you answer Y, any numeric quantity, including 0, is imported as the value in the record. If the quantity is spaces (blank), a quantity of 1 is imported. Non-numeric values that are not spaces are reported as errors.

If you answer N, numeric values are imported as usual. All non-numeric values, including spaces, are reported as errors.

Format One letter, either Y or N. There is no default.

Example Type: Y and then press <Enter>.

Implied decimal places

Enter the number of decimal places contained within the quantity to be imported, either 1, 2, or 3, or press <Enter> to default to 0 if the quantities are always expressed as whole numbers.

If the quantity to be imported contains a decimal point to separate whole digits from the decimal positions, the decimal point is used to determine the number of decimal places, and your entry in this field is ignored.

Field number

For *delimited* field formats, enter the relative field number of the quantity in an import record.

Start Position and Length

For *fixed position* field formats, specify the starting column number and length of the quantity field in an import record.

6. Lot numbers

Describe the location of the lot number in each import record for lot-controlled items, as follows:

Field number

For *delimited* field formats, enter the relative field number of the lot number in an import record, or press <Enter> to default to *None* if you are not using lot numbers.

Start Position and Length

For *fixed position* field formats, specify the starting column number and length of the lot number field in an import record, or press <Enter> to default to a *Start position* of 0 if you are not using lot numbers.

Format Up to two digits or use the option.

Example Press <Enter> for *Start Position*.

Field number to change ?

Make any required changes and press <Enter>.

If you defined a new import format, or changed the saved import format, you are asked if you wish to save (replace) the format.

Answer Y to save this import format for use in subsequent import sessions. Only one import format may be retained. (The import format is saved in the I/C Control file.)

Answer N to use this import format for the current import session only. Any existing saved import format remains unchanged.

After you answer this question, a screen appears for you to select where to print the Physical Count Import Log. The import process then begins.

Using the details supplied in the import format, the data from the import file is transferred into the physical count transactions for the corresponding items and warehouse.

As the data file is being imported, a count of the records being imported and the transactions being updated is displayed.

The count quantity for each item is placed into the first *Count qty* field of the corresponding physical count transaction. If a count has already been recorded in the transaction, the imported counts are processed as specified in the *Duplicate counts* field.

Any error conditions encountered during the import session are recorded on the *Physical count Import Log*, and a message notifying that errors have been recorded in this file is displayed on the screen at the end of the import session.

PRINTING PHYSICAL COUNT WORKSHEETS

Use the *Worksheet* selection to print a Physical count Worksheet.

Expanded Physical Count

If you specified the *Expanded Physical count* method in Control information, the worksheet lists the inventory items with physical count transactions by location or item number within a selected warehouse. Serial numbers and lot numbers may be optionally printed. You can use this worksheet to do an actual physical count.

This selection is also used after actual counts have been entered to show variances in quantity and cost between the suspended on-hand quantities and the actual physical counts. This report also highlights transactions for which no actual counts are entered.

Normal Physical Count

If you specified the *Normal* physical count method in Control Information, the worksheet lists your inventory items by location within any warehouse. You can use this worksheet to do an actual physical count.

For a *Normal* physical count, refer to the [Physical Count Worksheets](#) chapter for instructions on entering Worksheet information.

Select

Worksheet from the *Physical count* menu.

When using the *expanded* physical count method, a screen similar to below displays:

Reports (Physical count worksheet) XYZ Company

1. Warehouse
2. Starting location
3. Ending location
4. Starting item #
5. Ending item #
6. Inventory account #
7. Vendor #
8. Product category
9. Product sub-category
10. Print in order by
11. Count data to print ?
12. Suppress blank lines ?
13. Recalc Qty on hand ?

Enter the information as follows:

1. Warehouse

For multi-warehousing, you are asked to specify the warehouse for which the counts are to be printed. Enter the warehouse code.

You may also use the options:

<Enter> For the Central warehouse

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting location

3. Ending location

Enter the range of locations for which the worksheet is to be printed or press <F2> to select *First* and Last in each field.

Format Four digits or select the option

Example <F2> to use *First*.

4. Starting item number

5. Ending item number

Enter the range of item numbers for which the worksheet is to be printed or press <F2> for *First* and Last in each field.

Format Up to 15 digits or use the option

Example Press <F2> to select *Last*.

6. Inventory account

Enter the inventory account for which the worksheet is to be printed.

Options

You may also use the options:

<F1 For the next inventory account on file

<SF1> For the previous inventory account on file

<F2> For the default inventory account (in the I/C Control file) 1200-000 Merchandise Inventory

<F5> For *All* inventory accounts

Format Enter up to seven digits or use the options

Example Press <F5> to select *All*.

7. Vendor number

Enter the vendor number to print the worksheet for only one vendor, or press <F5> to print the worksheet for *All* vendors.

Format Enter six digits or the option

Example Press <F5> for *All* vendors.

8. Product category

Enter the product category to print the worksheet for only one product category press <F5> to print worksheet for *All* categories.

Format Enter up to five digits or use the option

Example Press <F5> for *All*.

9. Product sub-category

Enter the product sub-category to print the worksheet for only one product sub-category press <F5> to print worksheet for *All* sub-categories.

Format Up to five digits or use the option for *All*

Example Press <F5>.

10. Print in order by

Options

Enter in the order you desire to print the worksheet by using one of the following options:

L To print the worksheet by location

I To print the worksheet by item

C To print the worksheet by category

Format From the table above, one letter either L, I, or C. The default is L

Example Press <Enter> to select the default

By selecting to print worksheet by category C a new field will appear and ask if you want the print out to be *One category per page*?

Format One letter, either Y or N. The default is N.

Example Press <Enter> to accept the default.

11. Count data to print?

Enter the character that corresponds to the amount of quantity information to be printed.

Enter N for *None* to omit printing of all quantities. Underlines are printed on the worksheet, for recording the figures while taking the actual physical count.

Enter A for *Actual* to show the total actual counted quantity for each item as entered in the physical count transaction. The suspended on-hand quantity is also printed for each item.

Enter V for *Actual/variance* to show the total actual counted quantity, suspended on-hand quantity, and unit cost for each item. The difference between the suspended and actual quantity

is shown as a quantity and cost variance. The variance prints as a negative amount if the counted quantity is less than the suspended quantity.

If either A or V is specified, ****Not counted**** prints on the report for an item if no counted quantities are entered.

In addition, for A or V type reports, serial numbers cannot be printed for serialized items and the field #15 *Print quantities on-hand ?* will not be displayed.

Options

Use on of the following:

N	For <i>None</i>
A	For <i>Actual counts</i>
V	For <i>Actual counts and variances</i>

Format One letter from the table above. The default is N.

Example Press <Enter> to select the default.

12. Suppress blank lines?

Answer Y to eliminate blank lines between items on the worksheet. Answer N if you wish one line to be skipped prior to printing an item on the worksheet.

Format One letter, either Y or N. The default is Y.

Example Press <Enter> for the default

13. Recalc Qty on hand?

Answer Y if you want to print on the worksheet the recalculate quantities on-hand. Answer N if you prefer not to print out the recalculation of the quantities on-hand.

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

* If you specified *None* for *Count data to print ?*, both field #'s 14 and 15 will display. If you answer selected *Actual counts* or *Actual counts and variances* then only field 14 will display.

*14. Serial / lot data to print

Enter S to show the serial numbers with an *unsold* status on the worksheet for serialized items with physical count transactions. Each *unsold* serial number and its *Reference text* is printed for serialized items. In addition, *committed* or *loaned* is printed for applicable serial numbers.

Enter L to show the individual lot numbers and *Reference text* on the worksheet for lot-controlled items.

Enter B to show both unsold serial numbers and individual lot numbers for the items.

Enter N for None if you do not wish either serial numbers or lot numbers printed on the worksheet.

Options

Use one of the following:

S	Serial number
L	Lot number
B	Both
N	None

Format One letter from above. *N* is the default.

Example Press <Enter> to accept the default.

*15. Print quantities on hand?

If you answer N, no quantities on-hand will be printed.

If you answer Y and you have selected to print actual counts, the suspended on-hand quantity, counted quantity, and variance information are shown.

By selecting Z, only the quantities with non zero value will be printed on the worksheet.

Options

Use one of the following:

N	Not to print quantities on-hand
Y	Print quantities on-hand
Z	Print just the Non- zero quantities on-hand

Format One letter from above. There is no default.

Example Type:Y then press <Enter>.

Field number to change ?

Make any needed changes, and then press <Enter>.

The suspension date entered when the transactions were created is printed at the top of the worksheet. If you selected to print actual counts and the transactions were created with different suspension dates, the suspension date of the first item printed is shown at the top of the worksheet. Dates that are different are printed below the item number to which they relate.

CREATING ADJUSTMENT TRANSACTIONS

Use this selection to automatically create upward or downward inventory adjustment transactions from selected physical count transactions. This is only available for the Expanded physical count method, as defined in the Control information file.

Select

Create adjustments from the *Physical count* menu.

A screen displays to allow you to specify the range of items for which you wish to create adjustment transactions. Enter information on this screen in the same manner as described for creating physical count transactions.

Physical count (Create adjustments) XYZ Company

Please enter:

1. Starting item number
2. Ending item number
3. Starting location
4. Ending location
5. Inventory account #
6. Vendor number
7. Product category
8. Product sub-category
9. Warehouse

<F2> = "First"

If transactions are found in the Inventory Transaction file, the message displays *Inventory transactions are on file - Proceed?*. Answer Y to continue, or press <Enter> to default to N to cancel the creation process.

Enter the information on this screen as follows:

1. Starting item number

2. Ending item number

Enter the range of item numbers for which the worksheet is to be printed or press <F2> for *First* and *Last*.

Format Up to 15 digits for both fields or use the option

Example Press <F2> select *First* and *Last*.

3. Starting location

4. Ending location

Enter the range of locations for which the worksheet is to be printed or press <F2> to select *First* and *Last* for both fields #3 and #4.

Format Four digits or select the option
 Example Press <F2> to use *First* and *Last*.

5. Inventory account

Enter the inventory account for which the worksheet is to be printed.

Options

Use on of the following options:

<F1> For the next inventory account on file
 <SF1> For the previous inventory account on file
 <F2> For the default inventory account (in the I/C Control file) 1200-000 Merchandise Inventory
 <F5> For *All* inventory accounts

Format Enter up to seven digits or use the options
 Example Press <F5> to select *All*.

6. Vendor number

Enter the vendor number to print the worksheet for only one vendor, or press <F5> to print the worksheet for *All* vendors.

Format Up to six digits or use the option
 Example Press <F5> for *All* vendors.

7. Product category

Enter the product category to print the worksheet for only one product category, or press <F5> to print worksheet for *All* categories.

Format Enter up to five digits or use the option
 Example Press <F5> for *All*.

8. Product sub-category

Enter the product sub-category to print the worksheet for only one product sub-category, or press <F5> to print worksheet for *All* sub-categories.

Format Up to five digits or use the option for *All*
 Example Press <F5>.

9. Warehouse

For multi-warehousing, you are asked to specify the warehouse for which the counts are to be imported. Enter the warehouse code.

Options

You may also use the following options:

- <Enter> For the Central warehouse
- <F5> For *All* warehouses

If you are not using multi-warehousing, you will not see the <Warehouse> field and all field numbers will be one less than the numbers shown.

If transactions are found in the Inventory Transaction file, the message displays *Inventory transactions are on file - Proceed ?*. Answer Y to continue, or press <Enter> to default to N to cancel the creation process.

If inventory transactions are not on file, or if you select to proceed, a second screen appears similar to this:

```

Physical count (Create adjustments)                XYZ Company

Please enter:

1. Transaction date    90104
2. Document number
3. Adjustment account
4. Adjust non-counted items to zero ?
5. Default comment
6. Mark adjustments as corrections ?
    
```

1. Transaction date

Enter the date to be used as the transaction date for the adjustment transactions or press <Enter> for the System date.

2. Document number

Enter the document number to be used for the adjustment transactions, or press <Enter> to default to *PHYS-COUNT*.

- Format Up to ten characters
- Example Press <Enter> for the default.

3. Adjustment account

Enter the number of the G/L account to be used for adjustments.

The account number entered must be a valid General Ledger account number.

4. Adjust non-counted items to zero?

Answer Y to create adjustments for items whose physical count transactions do not have actual counts entered. Otherwise, answer N.

If you answer Y, adjustments are created in the amount necessary to adjust the item's *suspended* on-hand quantity to zero.

If you answer N, adjustment transactions are not created for items if actual counts are not entered.

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

5. Default comment

Format 25 characters

Enter the comment to be used as a default comment for the adjustment transactions, or press <Enter> to leave this field blank.

The default comment is used only if the physical count transaction does not already have a comment entered.

Format Up to 30 characters

Example Press <Enter> to leave this field with no comment.

6. Mark adjustments as correction ?

Enter the adjustments transactions, if you want them to be saved as a correction or an adjustment.

Format One letter, either Y or N. The default is N.

Example Press <Enter> to accept the default.

Make changes as usual.

You are asked *OK to create adjustments?*. Answer Y to create adjustment transactions for those items whose actual counts differ from the *suspended* on-hand quantity.

An upward adjustment is created for an item if the actual count is greater than the *suspended* on-hand quantity. A downward adjustment is created if the actual count is less than the *suspended* on-hand quantity.

If specified, adjustment transactions are also created for items that have no actual count quantities entered. The adjustment is created in the amount necessary to set the quantity on-hand for the item to zero.

No adjustment is created for an item whose actual count is the same as its suspended quantity on-hand.

Physical count transactions are then deleted for all items within the range specified, including those with actual counts for which adjustments were not created, as well as those without actual counts entered.

The adjustment transactions are not automatically posted. They may be edited as required and posted, using the *Inventory* selection.

If adjustments were created for serialized items, use *Inventory (Enter)* to enter the actual serial numbers that are to be adjusted up or down for the item

Example After you have created the adjustment transactions for the items specified (by answering Y to *OK to create adjustments?*), you may exit this selection and use *Inventory* to view the adjustments and to post them. When posting completes, return to this point in the manual.

PHYSICAL COUNT CONTINUED OPERATIONS

Read this section if you wish to continue computer processing or movement of physical goods that affects on-hand inventory levels for items that are being counted.

The procedures outlined below allow you to produce an accurate period-end valuation, even though your quantities or costs may have changed while you were counting.

The Physical count (Create adjustments) selection creates inventory adjustment transactions with the actual cost at that time. If other transactions that affect cost have taken place between the time of valuation (counting) and the time of posting the adjustments, the value of the adjustments will not be correct.

If you plan to continue normal operations during the counting period, but wish to be able to print a final *Valuation Report*, follow these steps (in addition to the steps presented at the beginning of this chapter):

STEP	DESCRIPTION
1	<p>After creating the physical count transactions (step 1 in performing an expanded physical count), save a copy of these files:</p> <ul style="list-style-type: none"> • Item file (ITMFIL) • Status file (STAFIL) • Serial file (ICSERF) • Layer file (LAYFIL) <p>Save a copy of the Layer file only if you are using LIFO or FIFO valuation.</p>
2	<p>After entering, verifying, and correcting the actual count data for the physical count transactions, save a copy of all Inventory Control data files (typically located in the ICxx subdirectory, where xx is the company-ID. Then load the four files that were saved in step 1 back on to your system. Run <i>Physical Count (Create adjustments)</i> and post the adjustments using Inventory (Post).</p> <p>At this point, you must stop all computer processing until you complete steps 3 and 4 below.</p>
3	<p>After posting the adjustment transactions, run the <i>Valuation</i> report. This reports your inventory value as of the end of the period.</p> <p>If you think you may need to reprint this exact report</p>

STEP	DESCRIPTION
	<p>at some other time, save the Item, Status, Serial and Layer files again.</p>
4	<p>Load all of the Inventory control data files that were save in step 2.</p> <p>You now have current, adjusted inventory available for reporting.</p> <p>Note that the value of the adjustments posted in step C would be different than those posted in step D because of cost changes. If this difference is considered an <i>end of period</i> adjustment for the prior period, then add this difference to the Valuation report run in step C to arrive at a final <i>end of period</i> value.</p>

PHYSICAL GOODS MOVEMENT

Until the actual counting process is completed, it is a good practice not to remove or bring in physical goods to the area where goods are being counted.

If goods arrive after the count transactions are created, place them in an area where they will not be counted. If goods must be removed after the transactions are created, record the quantities being removed and include the quantities in your counted quantity figures.

Price Lists

This chapter contains the following topics:

Introduction to Price Lists
Printing Item Price Lists
Printing Warehouse Price Lists
Printing Sale Price Lists
Printing Contract Price Lists
Printing Actual Customer Price Lists

INTRODUCTION TO PRICE LISTS

Inventory control provides for several types of prices, including item default prices, warehouse-specific prices, sale prices, and contract prices. Refer to the [Prices](#) chapter for a detailed discussion of each type of price.

Use the *Price list* selection to print price lists. Five different types of price lists are available:

Item price list

This price list shows price-1, price-2, price-3, price-4, and price-5 for a range of items and, optionally, sale prices and warehouse-specific prices.

Warehouse price list

This price list shows only item prices that are defined for a specific warehouse.

Sale price list

This price list shows sale prices (or discounts) for items and/or categories of items that are in effect for a specified period. You may optionally include warehouse-specific sale prices.

Contract price list

This price list shows contract prices (or contract discounts) that are defined for customers and specific items or categories of items that are in effect for a specified period.

Actual customer price list

This price list shows, for a specific customer or customer type, the actual prices charged. Sale prices and warehouse-specific prices may optionally be shown.

The warehouse price list and warehouse-specific prices are available only if you specified that you are using multi-warehouse pricing (in *I/C Control information*).

Selecting Price Lists

Select

Price list from the *Prices* menu.

Graphical Mode



Report criteria

Select price list type

Price list type Item prices

Character Mode

The following screen displays:

Prices (Price list) XYZ Company

1. Price list type

I = Item W = Warehouse S = Sale C = Contract A = Actual customer

Enter the information as follows:

Price list type

Enter the type of price list to be printed, as follows:

Item prices

Warehouse prices

Sale prices

Contract prices

Actual customer prices

The fields that can be entered on the screen depend on the price list type selected here. Each of the types will be shown in turn.

Warehouse

This field can only be entered if you are using multi-warehouse pricing and you did not select Contract pricing in the Price list type field.

Enter the warehouse code to print item prices for a specific warehouse.

Options

You may use one of the following options:

<Enter> For the *Central* warehouse

<F2> For the Item file (*item default*) prices

If you enter a specific warehouse, prices that are defined for that warehouse (using *Item prices*) are printed for applicable items. If a warehouse-specific price does not exist for an item, the Item file price is shown.

If you enter a specific warehouse, and are also printing sale prices, sale prices defined for that warehouse are shown as well.

If you specify *Item default* prices, Item file prices are printed for each item. If you are also printing sale prices, only sale prices that do not pertain to a specific warehouse are shown.

If you selected to print sale prices on the list, they print only if they are active (in the I/C Control information).

PRINTING ITEM PRICE LISTS

Select

Item prices for [Price list type](#).

Graphical Mode

The fields to enter the item price list options are now available:

Report criteria

Select price list type
Price list type: Item prices

Common criteria

Warehouse: [Central] [Central]

Starting item number: "First" [First]

Ending item number: "Last" [Last]

Vendor: "All" [All]

Product category: "All" [All]

Product sub-category: "All" [All]

Print in order by: Item number

Page break on category: []

Suppress blank lines: []

Show sale prices: Yes

Effective date: 12/02/2010 [12/02/2010]

Ending effective date: []

Sale prices

Item sale prices: [] Category sale prices: []

Contract prices

Starting customer #: [] [First]

Ending customer #: [] [Last]

Page break on customer: []

Item contract prices: []

Category contract prices: []

Actual customer prices

Customer # or type: []

Customer type: []

Customer number: [] [First]

Customer name: []

OK Cancel

Character Mode

The following screen as below:

```

Prices (Price list)                                XYZ Company

1. Price list type                                Item prices
2. Starting item number                            [ ]
3. Ending item number                             [ ]
4. Product category                               [ ]
5. Product sub-category                           [ ]
6. Vendor number                                  [ ]
7. Print in order by                              [ ]
8. Suppress blank lines                           [ ]
9. Show sale prices ?                             [ ]
10. Warehouse                                     [ ]

<F2> = "First"
    
```

Enter the following information:

Starting item number and

Ending item number

Enter the range of item numbers to include on the list or press <F2> at each field for *"First"* and *"Last"* item numbers.

Vendor

Enter the vendor number to print items for only one vendor, press <F5> for *"All"* vendors.

Product category

Enter the category to print items for only one category, or press <F5> to include items for *All* categories.

Product sub-category

Enter the sub-categories to print items for only one sub-category, or press <F5> to include items for *"All"* sub-categories.

Print in order by

Specify the order in which to print the list.

Item number	To print in order by item number
Description	By description
Category	By category

If you enter by category, field the Page break by category field can be entered.

Page break on category

This field can only be entered if you selected Category on the previous field.

Check this box if you want to start each category on a new page.

Suppress blank lines

Check this box to eliminate blank lines between items on the list. Leave it unchecked if you wish to skip one line prior to printing each item.

Show sale prices

Select Yes to show sale prices and effective dates, in addition to other prices for the items. Sale prices for items and categories within the ranges specified will be shown.

Options

You may use one of the following options:

Yes	To include the sales prices on the report
No	To exclude sales prices on the report



Sale prices only To print only those items within the specified range that have sales prices

If you enter Yes or Show sales prices, the Effective date field can be entered.

Effective date

The effective date for the sales prices to be printed are assigned by the system at the time you create the report. Items with sale prices that are in effect on that date are printed.

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

PRINTING WAREHOUSE PRICE LISTS

This type of price list may be printed only if you specified in *Control information* that you are using multi-warehouse pricing.

The list shows only those items for which warehouse-specific prices are defined (using *Item prices*) and only those prices specifically defined for the designated warehouse. (To see all item prices for a single warehouse, print an Item price list for the desired warehouse.)

Select *Warehouse prices* for [Price list type](#).

Graphical Mode

The fields to enter the warehouse prices list options are now available:

Report criteria

Select price list type
Price list type Warehouse prices

Common criteria

Warehouse [Central] [Central]
Starting item number "First"
Ending item number "Last"
Vendor "All"
Product category "All"
Product sub-category "All"
Print in order by
Page break on category
Suppress blank lines
Show sale prices
Starting effective date
Ending effective date

Sale prices
Item sale prices
Category sale prices

Contract prices
Starting customer #
Ending customer #
Page break on customer
Item contract prices
Category contract prices

Actual customer prices
Customer # or type
Customer type
Customer number
Customer name

OK Cancel

Character Mode

The following screen displays:

Prices (Price list) XYZ Company

1. Price list type Warehouse prices

2. Warehouse

3. Starting item number

4. Ending item number

5. Product category

6. Product sub-category

7. Vendor number

8. Suppress blank lines

Leave blank for "Central", <F5> = "All"

Enter the information as follows:

Warehouse

Enter the code of the warehouse for which you wish to print prices.

Options

You may also use one of the options:

<Enter> For the *Central* warehouse

<F5> For "All" warehouses

Starting item number and

Ending item number

Enter the range of item numbers for which warehouse prices are to be included on the list or press <F2> at each field for "First" and "Last". Follow the screen instructions.

Vendor

Enter the vendor number to print items for only one vendor, or press <F5> to include items for "All" vendors.

Product category

Enter the category to print items for only one category, or press <F5> to include items for "All" categories.

Product sub-category

Enter the sub-category to print items for only one sub-category, or press <F5> to include items for "All" sub-categories.

Suppress blank lines

Check this box to eliminate blank lines between items on the list. Leave it unchecked if you wish one line to be skipped prior to printing each item.

Format	Check box where checked is yes and unchecked is not. The default is unchecked.
Example	Check this box

PRINTING SALE PRICE LISTS

You may print a list that shows only sale prices for items, only sale prices for categories of items, or a list that shows both types of sale prices.

If you are using multi-warehouse pricing, you may also specify to print only sale prices for a specific warehouse, only sale prices that are not warehouse-specific, or all sale prices.

For each item sale price, the *item number*, *description*, *sale price(s)*, and *starting* and *ending* sale dates are shown.

For each category sale price, the category, sub-category, discount percentage(s), and starting and ending sale dates are shown.

Select *Sale prices* for [Price list type](#).

Graphical Mode

The fields to enter the sale price list options are now available:

Report criteria

Select price list type
Price list type: Sale prices

Common criteria

Warehouse: Central Central

Starting item number: "First"

Ending item number: "Last"

Vendor:

Product category: "All"

Product sub-category: "All"

Print in order by:

Page break on category: ☐

Suppress blank lines: ☐

Show sale prices:

Starting effective date: "Earliest"

Ending effective date: "Latest"

Sale prices

Item sale prices: ☒ Category sale prices: ☐

Contract prices

Starting customer #:

Ending customer #:

Page break on customer: ☐

Item contract prices: ☐

Category contract prices: ☐

Actual customer prices

Customer # or type:

Customer type:

Customer number:

Customer name:

OK Cancel

Character Mode

The following screen displays:

```

Prices (Price list)                                XYZ Company
1. Price list type                                Sale prices
2. Item sale prices ?                             ☒
3. Starting item number
4. Ending item number

5. Category sale prices ?
6. Product category
7. Product sub-category

8. Starting effective date
9. Ending effective date
10. Suppress blank lines ?
11. Warehouse
    
```

Enter the following information:

Warehouse

This field can only be entered if you are using multi-warehouse pricing.

For Central warehouse, leave this field blank. For multiple warehouses, use one of the options:

Options

Enter the warehouse code to print sale prices for a specific warehouse, or use one of the options:

- <F2> For Item default sales price
- <F5> For "All" sale prices
- <Enter> For the Central warehouse

If you enter a specific warehouse, only sale prices that are defined for that warehouse are printed.

If you press <F2> for Item default sale prices, only sale prices that do not pertain to a specific warehouse are printed.

If you press <F5> for "All" sale prices, both specific warehouse and item default sale prices are printed.

Starting item number and

Ending item number

Enter the range of item numbers for which sale prices are to be included on the list or press <F2> in each field for "First" and "Last". Follow the screen instructions.

Product category

Enter the category to print sale prices for only one category, or press <F5> to include sale prices for "All" categories.

Product sub-category

Enter the sub-category to print sale prices for only one sub-category, or press <F5> to include sale prices for "All" sub-categories.

Suppress blank lines

Check this box to eliminate blank lines between items and/or categories on the list. Unchecked this box if you wish one line to be skipped prior to printing each item or category.

Format	Check box where checked is yes and unchecked is no. The default is unchecked.
Example	Check this box by selecting the space bar.

Starting effective date and Ending effective date

Enter the range of dates during which a sale price must be in effect to be printed on the list or press <F2> in each field for "Earliest" and "Latest" effective dates.

Format	MMDDYY
--------	--------

Item sale prices

Check this box to include item sale prices, in addition to other prices for the items. Sale prices for items and categories within the ranges specified are shown.

Uncheck the box if you do not wish sale prices to print on the list. The Starting and Ending item number fields become grayed-out and cannot be entered.

Format	Check box where checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default.

Category sale prices

Check this box to include category sale prices on the sale price list. Otherwise, answer uncheck it.

If you uncheck it, the Product category and Product sub-category fields are grayed-out and entry is not allowed.

Format	Check box where checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default.

If any of the sale prices shown on the list are not active (in the I/C Control information), a warning message to that effect is printed at the bottom of the list.

PRINTING CONTRACT PRICE LISTS

You may print a Contract Price List that shows, for each customer specified, only contract prices for items, only contract prices for categories of items, or both types of contract prices.

For each item contract price, the item number, description, starting and ending contract dates, contract ID, use contract or lowest price value, and contract price(s) are shown.

For each category contract price, the category, sub-category, starting and ending contract dates, contract ID, use contract or lowest price value, price basis for the discount, and discount percentage(s) are shown.

Select *Contract prices* for [Price list type](#).


Graphical Mode


The fields to enter the contract price list options are now available:


Report criteria


Select price list type: **Price list type** Contract prices


Common criteria


Warehouse: 

Starting item number: "First" 

Ending item number: "Last" 

Vendor: 

Product category: "All" 


Product sub-category: "All" 


Print in order by:

Page break on category: ☐

Suppress blank lines: ☐

Show sale prices:


Starting effective date: "Earliest" 


Ending effective date: "Latest" 

Sale prices

Item sale prices ☐ Category sale prices ☐

Contract prices

Starting customer #: "First" 

Ending customer #: "Last" 

Page break on customer: ☐


Item contract prices: ☒

Category contract prices: ☒

Actual customer prices

Customer # or type:

Customer type:

Customer number: 

Customer name:

OK Cancel

Character Mode

The following screen displays:

Prices (Price list) XYZ Company

1. Price list type Contract prices

2. Starting customer number

3. Ending customer number

4. Page break on customer ?

5. Item contract prices ?

6. Starting item number

7. Ending item number

8. Category contract prices ?

9. Product category

10. Product sub-category

11. Starting effective date

12. Ending effective date

13. Suppress blank lines ?

<F2> = "First"

Enter the following information:

Starting item number *and* Ending item number

Enter the range of item numbers for which contract prices are to be included on the list or press <F2> at each field for "First" and "Last". Follow the screen instructions.

Format Up to 15 digits
Example Press <F2> and then press <Enter>.

Product category

Enter the category to print contract prices for only one category, or press <F5> to include *All* contract prices for "All" categories.

Format Up to five characters
Example Press <F5> for *All* categories.

Product sub-category

Enter the sub-category to print contract prices for only one sub-category, or press <F5> to include contract prices for "All" sub-categories.

Format Up to five characters
Example Press <F5> for all sub-categories.

Suppress blank lines

Check this box to eliminate blank lines between items and/or categories on the list. Uncheck the box if you wish one line to be skipped prior to printing each item or category.

Format Check box where checked is yes and unchecked is no. The default is checked.
Example Press <Enter> to accept the default.

Starting effective date *and*

Ending effective date

Enter the range of dates during which a contract price must be in effect to be printed on the list or press <F2> at each field for Earliest and Latest effective dates. Follow the screen instructions.

Format MMDDYY

Example Press <F2> for "Earliest" and "Latest".

Starting customer number *and*

Ending customer number

Enter the range of customer numbers for which contract prices are to be printed or press <F2> for First and Last customer numbers. Follow the screen instructions.

Example Press <F2> for "First" and "Last".

Page break on customer

Check this box to start a new page for each customer. Otherwise, answer uncheck it.

Format Check box where checked is yes and unchecked is no. The default is unchecked.

Example Press <Enter> to accept the default.

Item contract prices

Check this box to include item contract prices on the contract price list. Otherwise, uncheck it.

If you uncheck it, the [Starting item number and Ending item number](#) fields are grayed-out and entry is not allowed.

Format Check box where checked is yes and unchecked is no. The default is checked.

Example Press <F5>.

Category contract prices

Check this box to include category contract prices on the contract price list. Otherwise, uncheck this box.

If you unchecked this box, the [Product category](#) and [Product sub-category](#) fields are grayed-out and entry is not allowed.

Format Check box where checked is yes and unchecked is no. The default is checked.

Example Press <Enter> to accept the default.

If any of the contract prices shown on the list are not active in the I/C Control information, a warning message to that effect is printed at the bottom of the list.

PRINTING ACTUAL CUSTOMER PRICE LISTS

A Customer Price List can be printed for a single customer or customer type. The list shows the *actual* prices that customer (or type of customer) would be charged on a specific date.

The item prices shown are calculated using the applicable price codes. Any contract prices and, optionally, sale prices in effect on the specified date are also shown. If you are using multi-warehouse pricing, you may also print the Customer Price List for a specific warehouse.

Select *Actual customer prices* for [Price list type](#).

Graphical Mode

The fields to enter the actual customer price list options are now available:

Report criteria

Select price list type

Price list type

Actual customer prices

Common criteria

Warehouse

Central

Central

Starting item number

First

Ending item number

Last

Vendor

All

Product category

All

Product sub-category

All

Print in order by

Item number

Page break on category

Suppress blank lines

Show sale prices

Yes

Effective date

12/02/2010

Ending effective date

Sale prices

Item sale prices

Category sale prices

Contract prices

Starting customer #

Ending customer #

Page break on customer

Item contract prices

Category contract prices

Actual customer prices

Customer # or type

Customer number

Customer type

Customer number

Customer name

OK

Cancel

Character Mode

The following screen displays:

411

```

Prices (Price list)                                XYZ Company
1. Price list type                                Actual customer prices
2. Customer number                                
3. Starting item number
4. Ending item number
5. Product category
6. Product sub-category
7. Vendor number
8. Print in order by
9. Suppress blank lines ?
10. Effective date
11. Show sale prices ?
12. Warehouse

<F1> = next customer, blank = look up by name
<F2> = enter a customer type
    
```

If you are using multi-warehouse pricing, *Warehouse* displays as the last field.

Enter the following information:

Warehouse

This field appears only if you are using multi-warehouse pricing.

Options

Enter the warehouse code to print prices for a specific warehouse, or use one of the options:

<Enter> For the *Central* warehouse

<F2> For item default prices

If you enter a specific warehouse, prices defined for that warehouse are printed for applicable items. If a warehouse-specific price does not exist for an item, the Item file price is shown. If you are also printing sale prices, sale prices defined for that warehouse are shown as well.

Starting item number and Ending item number

Enter the range of item numbers to be included on the list or press <F2> at each field for "*First*" and "*Last*". Follow the screen instructions.

Format Up to 15 digits

Example Press <F2>

Vendor

Enter the vendor number to print item prices for only one vendor, or press <F5> to include item prices for "*All*" vendors.

Format Up to six digits

Example Press <F5>.

Product category

Enter the category to print prices for only one category of items, press <F5> to include prices for "All" categories.

Format Up to five characters

Example Press <F5>.

Product sub-category

Enter the sub-category to print prices for only one sub-category of items press <F5> for "All" sub-categories.

Format Up to five characters

Example Press <F5>.

Print in order by

Specify the order in which to print the list.

Options

Use one of the following options:

Item number To print in order by item number

Description To print in order by description

Category To print in order by category

Example Select Item number

If you enter Category for the previous field, only then may you enter this field:

Page break on category

Check this box to start a new page for each category. Otherwise, uncheck it.

Format Check box where checked is yes and unchecked is no. The default is unchecked.

Suppress blank lines

Check this box to eliminate blank lines between items on the list. Uncheck the box if you wish one line to be skipped prior to printing each item.

Format Check box where checked is yes and unchecked is no. The default is unchecked.

Example Check the box and then press <Enter>.

Show sale prices

Select Yes to show sale prices (for items or categories) and ending sale dates, in addition to other prices shown for the items.

Only sale prices that are in effect on the date specified for [Effective date](#), and that are active (in I/C Control information) are printed.

Select No if you do not wish sale prices to print on the list.

Format Either Yes or No.

Example Select Yes

Effective date

Enter the effective date for the prices to be printed. Contract prices (for items or categories) that are in effect on that date are printed on the list.

Only those contract prices that are active (in I/C Control information) are printed.

Format MMDDYY

Example Press <Enter> to accept the System date.

Customer # or type

The entry of this field will determine if you can enter the [Customer number](#) or [Customer type](#) field next.

Customer type

Enter the customer type. You may select <F2> for by customer.

Format Up to five characters.

Example Press <F2>, and then press <Enter>.

Customer number

Enter the number of the customer for which the list is to be printed, or press <F2> to print the list for a customer type.

Options

If you are using Accounts Receivables, you may also use one of this option:

<Enter> To look up by customer name

Example Press <F1>

Customer name

If you selected <Enter> on the Customer number field, then you can enter or lookup the customer by name.

Options

You may also use one of this option:

<Enter> To look up by customer number

Example Press <F1>

If you specify *Item default* prices, Item file prices are printed for each item. If you are also printing sale prices, only sale prices that do not pertain to a specific warehouse are shown.

Purchasing Advice

This chapter contains the following topics:

[Introduction to Purchasing Advice](#)

[Selecting Purchasing Advice](#)

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INTRODUCTION TO PURCHASING ADVICE

Use this selection to print the Purchasing Advice report.

This report lists the inventory items that have dropped below the reorder level or have gone out of stock since the last time this report was printed. It also shows items that are still below reorder level or out of stock after receivings have been posted.

If you entered an inventory reorder basis of *Net quantity* in Control information, the net quantity of an item is used to determine if the item is below reorder level or out of stock. Net quantity is calculated as follows:

- Quantity on-hand
- Quantity committed
- Quantity on back order (if using O/E or P/S)
- Quantity on work orders (if using kits)
- Quantity on order (if using P/O)

If you instead entered an inventory reorder basis of *Quantity on-hand*, only the quantity on-hand of an item is used for calculation.

If you are using Purchase Order, you should use the *Purchasing advice* report in that module rather than this one.

SELECTING PURCHASING ADVICE

Select

Purchasing advice from the *Reports* menu.

The following screen displays:

Reports (Purchasing advice) XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Group by inv acct ?
5. Inventory acct #
6. Vendor #
7. Product category
8. Product sub-category
9. Print vendor info ?
10. Print items which have no quantity on hand ?

<F5> = "All"

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for the items to be included on the report, or use one of the options:

<Enter> For the *Central* warehouse

<F1> For *All* warehouses

Note

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting item # and

3. Ending item

The values entered here need not be valid items, since their purpose is to define a range; but at least one item within the range must previously have been defined in the Items selection.

Enter the range of item numbers to include on the report. Follow the screen instructions.

Format Up to 15 digits

Example Press <F2> at each field for *First* and *Last*.

4. Group by inv acct ?

If you answer N the inventory account will not affect the sequence of the report. If you answer Y, then depending on your answer to the next field you will either:

- Group the items by inventory account on the report. If you are printing *All* multiple warehouses on this report, the major grouping will be by inventory account, and the warehouses and items (or items and warehouses) will be shown within each inventory account.
- Restrict the report to those items with a single specified inventory account.

Format One letter, either Y or N, there is no default

Example Type:N and then press <Enter>.

Answer Y to print the items in order by inventory account number.

Answer N to print the items in item number order. If you answer N, the next field displays (Not Applicable).

5. Inventory account

Options

Enter the inventory account for the items to be printed, or use one of the options:

<F1> For the next inventory account

<SF1> For the previous inventory account

<F2> For the default inventory account

<F5> For *All* inventory accounts. Items will print grouped by inventory account

Format Enter as defined in *Company information*.

Example This field is not applicable because N was selected in the previous field.

6. Vendor

The report can be restricted to items from a particular vendor.

Options

Enter a vendor number, or use one of the options:

<F5> To include *All* items whether or not they have a vendor number

<Enter> To include only those items which do not have a vendor number

Format Up to six digits
 Example Press <F5> for all vendors.

7. Product category

The report can be restricted to items in a particular category.

Options

Enter a product category, or use one of the options:

<F5> To include *All* items whether or not they have a category
 <Enter> To include only those items which do not have a category

Format Up to five characters
 Example Press <F5> for all categories.

8. Product sub-category

If you entered blank in the previous field, this field also displays as blank and may not be changed.

The report can be restricted to items in a particular sub-category.

Options

Enter a product sub-category, or use one of the options:

<F5> To include All items whether or not they have a sub-category
 <Enter> To include only those items which do not have a sub-category

Format Up to five characters
 Example Press <F5> for all sub-categories.

9. Print vendor info ?

Answer Y to print vendor information (vendor product #, minimum order quantity, and lead time) on the report.

Format One letter, either Y or N. The default is N.
 Example Press <Enter> to accept the default.

10. Print items which have no Qty on hand ?

Answer Y to print items which have no Qty on-hand on the report.

Format One letter, either Y or N. The default is N.

Example Press <Enter> to accept the default.

If you have chosen to print the report (as opposed to merely viewing it on the screen), then once the report has printed a data entry screen displays. You are asked:

Skip these items on later purchasing advices until they hit reorder or out-of-stock again ?

If you answer N

The next time that you print the report, items which were on the previous report and have not since been restocked will be repeated on the new report. This allows you to discard an old report as soon as you print a new one.

If you answer Y

Items that have not been restocked will not be repeated on the next report. The assumption is that you continue to reference the old reports until all problems have been corrected.

This feature saves printing time and paper bulk, but requires continual reference to multiple reports.

- If an item has been restocked and has again fallen below the reorder level (or if the receiving was inadequate to bring it up to the reorder level in the first place), it will appear on the next report.
- If you use multi-warehousing, your response to this question affects only those future reports printed for the same warehouse selection (counting *All* as a distinct warehouse selection). Thus successive reports for the same warehouse are consistent. This has one rather odd consequence: If you print a report for Warehouse 1 and a report for *All* warehouses at the same time, a given item in Warehouse 1 may appear on one report but not the other. It depends on the *previous history* of both reports.
- If you subsequently decide that you do want to see all out-of-stock items after all (perhaps because you have mislaid earlier generations of your report), you can obtain this information from the *Valuation Report*. Refer to the chapter of that name in this manual.

If you are using multi-warehousing, your answer applies only to the specific warehouse you selected (or *All* if that was your selection), and does not affect reporting for other warehouses.

Example If item *I* appears on a report for *All* warehouses, and is specified not to print on later reports, it will not appear on subsequent reports for *All* warehouses. However, item *I* would appear on a report for any specific warehouse such as *AA*, until it was specified not to print for that specific warehouse.

Whether you answer Y or N, you are returned to the previous menu.

Format One letter, either Y or N. There is no default.

Example Type:Y, then press <Enter>

When items have been specified not to print on later reports, you may still want to see all items out of stock or at reorder level even those specified not to show up. To obtain this information, you can print the [Stock Status Report](#).

Physical Count Worksheets

This chapter contains the following topic:

[Printing Physical Count Worksheets](#).....

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PRINTING PHYSICAL COUNT WORKSHEETS

This chapter explains the Physical Count Worksheet that is printed when the *Normal* physical count method was specified in Control information. If you specified the Expanded physical count method, refer to the [Expanded Physical Count](#) chapter.

Use this selection to print a Physical Count Worksheet, which lists your inventory items by location within a selected warehouse. Serial numbers and lot numbers may be optionally printed.

You can then use this work-sheet to do an actual physical count.

Select

Worksheet from the *Physical count* menu.

The following screen displays:

```

Reports (Physical count worksheet)      XYZ Company

1. Warehouse                          [ ]
2. Starting location
3. Ending location
4. Starting item #
5. Ending item #
6. Inventory account #
7. Vendor #
8. Product category
9. Product sub-category
10. Print in order by
11. Count data to print ?
12. Suppress blank lines ?
13. Recalc Qty on hand ?
    
```

Enter the information as follows:

1. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the worksheet printed press for the *Central* warehouse.

Format Up to two characters
Example Press <Enter> for *Central* warehouse.

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting location and

3. Ending location

Enter the range of locations to include on the worksheet. Press <F2> for *First* and *Last* in both fields.

Format Up to four characters
Example <F2> then press <Enter> in both fields.

4. Starting item # and

5. Ending item

Enter the range of item numbers to include on the worksheet. Press <F2> for *First* and *Last* in both fields.

Format Up to 15 digits
Example <F2> then press <Enter> in both fields.

6. Inventory account

Enter the inventory account for which to print the worksheet.

Options

You may also use one of the options:

<F1> For the next inventory account
<SF1> For the previous inventory account
<F2> For the default inventory account
<F5> For *All* inventory accounts

Example Press <F5> for *All* accounts on file.

7. Vendor

Enter the vendor number to print the worksheet for only one vendor, or press <F5> for *All* vendors numbers.

Format Up to six digits or use the option
Example Press <F5> for *All* vendors numbers.

8. Product category

Enter the category to print the worksheet for only one product category, or press <F5> for *All* categories.

Format Up to five characters or use the option
Example Press <F5> for *All* categories.

9. Product sub-category

Enter the sub-category to print the worksheet for only one product sub-category, or press <F5> for *All* sub-categories.

Format Up to five characters or use the option

Example Press <F5> for *All* sub-categories.

10. Serial/lot data to print

Options

Select to print by one of the following:

S Serial numbers

L Lot numbers

B Both

N None

Example Type:N

11. Print quantities on hand ?

Options

Enter if you want to count data to print on the report, the option are:

Answer Y or N.

Example Type:Y

12. Suppress blank lines?

Answer Y to eliminate blank lines between items on the worksheet.

Answer N to skip one line prior to printing an items on the worksheet.

Format One letter either Y or N. The default is Y.

Example Press <Enter> to accept the default.

Inventory History Report

This chapter contains the following topic:

[Selecting Inventory History Report](#).....

.....

SELECTING INVENTORY HISTORY REPORT

The Inventory History Report enables you to print the transaction types by date range. Transaction quantity and transaction value totals by item are optionally provided.

Select

Inventory history from the Reports menu.

The following screen displays:

Reports (Inventory history)
XYZ Company

1. Warehouse
2. Start date
3. End date
4. Starting item-#
5. Ending item-#
6. Category
7. Sub-category
8. Transaction type
9. Show ?
10. Show post date ?

<F5> = "All"

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

<Enter> For the Central warehouse

<F1> For All warehouses

Format Two characters

Example Press <F5> for All warehouses.

Note	If you are not using multi-warehousing, you will not see the Warehouse field and all field numbers will be one less than the numbers shown.
------	---

2. Start date and

3. End date

Enter the range of transaction dates to include on the report.

Format MMDDYY for both fields
 Example Press <F2> for *Earliest* and *Latest* dates.

4. Starting item-# and

5. Ending item-#

Enter the range of item numbers to include on the report.

Format Up to 15 digits
 Example Press <F2> for *First* and *Last* item numbers.

6. Category

Enter the category to print the report for only one product category.

<F5> To include *All* items.
 <Enter> To include only those items which do not have a category.
 Format Up to five characters
 Example Press <F5>.

7. Sub-category

If you entered blank in the previous field, this field also displays as blank and may not be changed.

Options

Enter the product sub-category for the items to be printed, or use one of the options:

<F5> To include *All* items regardless of whether they have a sub-category or what the sub-category is
 <Enter> To include only those items which do not have a sub-category.
 Format Up to five characters
 Example Press <F5> for *All* sub-category.

8. Transaction type

Enter a specific transaction type to print on the report.

Options

You may also use one of the following:

<F5> For all types
 <F2> To show a list of the valid transaction types

The transaction types include the following:

A	Adjustment
C	Credit memo
R	Receiving
T	Transfer
S	Sale
J	Job usage
K	Kit assembly
U	Component usage

Format One letter from the table above or one of the options

Example Select F5 for all types

9. Show ?

Select **Q** to print the transaction quantities, **C** to print the transaction costs or **B** to print both. Totals by item quantities or costs will also be printed if selected.

Options

You can use the following options:

Q	Quantity
C	Cost
B	Both

Format One letter from the table above

Example Enter B to print both Quantity and Cost

10. Show post date ?

If you selected B for both for the previous field **Show**, then this field displays as (Not applicable).

If you want to print the posting date, select Y. If not select N.

Format One letter, either Y or N. The default is Y.

Example Displays as (Not applicable) in this example.

Field number to change ?

Enter a number to change a field or select the <Enter> key to continue.

Stock Status Report

This chapter contains the following topic:

[Selecting Stock Status Reports](#)

SELECTING STOCK STATUS REPORTS

The Stock Status Report selection enables you to print reports showing the current stock status of your inventory items, including the current value of the items.

Select

Stock status from the *Reports* menu.

The following screen displays:

Reports (Stock status) XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Group by inv acct ?
5. Inventory acct #
6. Vendor #
7. Product category
8. Product sub-category
9. Report format
10. Include items with on hand qtls which are...
11. Print costs ?

<F5> = "All"

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

<Enter> For the *Central* warehouse

<F1> For *"All"* warehouses

Format Two characters

Example Press <F5> for *"All"* warehouses.

Note

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting item # and

3. Ending item

Enter the range of item numbers to include on the report. Follow the screen instructions.

Format Up to 15 digits
 Example Press <F2> for "First" and "Last" item numbers.

4. Group by inv acct?

Answer Y to either restrict the report to a single inventory account, or to group items by inventory account. (Your entry in the next field will determine by which grouping.)

Answer N to print the items in item number order. If you answer N, the next field displays (Not applicable).

Format One letter, either Y or N there is no default
 Example Type N then press <Enter>.

5. Inventory account

If you answered N in the previous field, this field is not applicable.

Options

Enter the inventory account for which to print the report, or use one of the options:

<F1> For the next inventory account
 <SF1> For the previous inventory account
 <F2> For the default inventory account as defined in *Control information*.
 <F5> For "All" inventory accounts. Items will print grouped by inventory account.

6. Vendor

Enter the vendor number for the items to be printed or press <F5> to include *All items regardless of whether they have a vendor number or what the number is*.

Format Up to six digits
 Example Press <F5> for "All" vendors.

7. Product category

Enter the category to print the report for only one product category.

<F5> To include "All" items.
 <Enter> To include only those items which do not have a category.

Format Up to five characters
 Example Press <F5> for "All" categories.

8. Product sub-category

If you entered blank in the previous field, this field also displays as blank and may not be changed.

Options

Enter the product sub-category for the items to be printed, or use one of the options:

- <F5> To include "All" items regardless of whether they have a sub-category or what the sub-category is
- <Enter> To include only those items which do not have a sub-category.

- Format Up to five characters
- Example Press <F5> for "All" sub-category.

9. Report format

Enter F to print a full format report, or enter B for a brief format.

Full Format

The Full format shows, for each item, quantity on-hand, quantity committed, reorder level, maximum quantity, back order code. and the value of the on-hand inventory (*cost x quantity on-hand*). If you are using Purchase Order, it also shows quantity on order. It shows *Net qty* if you selected that as the inventory reorder basis in *Control information*.

Brief Format

The Brief format prints only one line per item and shows quantity on-hand, reorder level, and the value of the on-hand inventory. It also shows *Net qty*.

If applicable, an item's stock status is indicated on the report as O for *out of stock*, or R for *at or below reorder level*. An item's status is based on the inventory reorder basis (either *Net quantity* or *Quantity on-hand* that was specified in *Control information*).

The *Net qty* is calculated as the quantity on-hand - quantity committed - quantity on back order (if you are using A/R with back order control) + quantity on work orders (if you are using kits) + quantity on order (if you are using A/R)

Options

Use one of the following:

- F For full format report
- B For brief format report
- Format One letter from the table above
- Example Type F then press <Enter>.

10. Include items with on hand qtys which are...

Items can be selected for printing based on their on-hand quantity.

Enter N to include only items with non-zero quantity on-hand, B for only items that are below the reorder level, or O for only items that are out of stock.

Options

You can use the following options:

N	For non-zero quantity on-hand
B	For items that are below the reorder level
O	Only for items that are out of stock
<F5>	For "All"
Format	One letter from the table above
Example	Press <F5> and then press <Enter> for "All" items.

11. Print costs ?

Enter Y if you want to have printed the prices of items on report that will be printed out, or send to disk.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> to accept the default.

Valuation Reports

This chapter contains the following topic:

<u>Introduction to Valuation Reports</u>
<u>Selecting the Valuation Report</u>
<u>Selecting the Valuation by Date Report</u>

INTRODUCTION TO VALUATION REPORTS

Use the *Valuation* and *Valuation by date* reports to print details for the current value for a range of inventory items for one or all warehouses.

The *Valuation report* shows current inventory values only. If using LIFO or FIFO, it provides values from the layer file. If not, then the values are from the item or status file.

The purpose of the inventory *Valuation by date* report is to appraise the value of inventory items for one or all warehouses as of a certain date (cut-off date). Appraisal is done by looking at the inventory transaction history file. For each selected item, the quantity-on-hand, cost and price is printed.

The *Valuation* report provides more details than the *Valuation by date* report. The *Valuation* report looks at current quantities only so it cannot provide a cut-off date. It varies based on the valuation method used.

Both reports have an option to print by item record inventory account number.

Note If the status or layer file become out of sync with the inventory history file, then the inventory values may not be equal when comparing both reports. Under normal usage this should not happen.

SELECTING THE VALUATION REPORT

If you are using the LIFO or FIFO inventory valuation method, you have the option of showing LIFO/FIFO layers. Depending on the valuation method chosen, some fields may be different.

The actual cost appearing on the report is calculated differently depending on the valuation method:

- For the Average Cost and Standard Cost valuation methods, this is the running average cost.
- For the LIFO and FIFO valuation methods, the average cost is calculated based in data in the layer file at the time the report is generated.

Select

Valuation report from the *Reports* menu.

The following screen displays:

Reports (Valuation report) XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Group by inv acct ?
5. Inventory acct #
6. Vendor #
7. Product category
8. Product sub-category
9. Suppress blank lines ?
10. Include items with zero qty on hand ?

<F5> = "All"

Field variations

Your screen may vary from the above display for the following reasons, and the fields are renumbered to accommodate variations:

The above screen is for multi-warehousing. If you are using single-warehousing, you will not see the *Warehouse* field.

The *Use standard or actual cost ?* field only displays if you use the Standard cost valuation method.

The last two fields depend on which selection you have chosen.

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

<Enter> For the *Central* warehouse

<F5> For *All* warehouses

Format Up to two characters

Example Press <F5> for *All* warehouses.

Note

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting item # and

3. Ending item

Enter the range of item numbers to include on the report. Follow the screen instructions.

Example Press <F2> for the *First* and *Last* item number.

4. Group by inv acct?

Answer Y to restrict the report to a single inventory account, or to group items by inventory account. Your entry in the next field determines the grouping.

Answer N to print the items in item number order. If you answer N, the next field displays (Not applicable).

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

5. Inventory account

If you chose not to group by *Inventory account*, this field displays as (Not applicable). Enter the inventory account for which to print the report.

Options

You may also use the options:

<F1> For next inventory account on file

<SF1> For the previous inventory account

<F2> For the default inventory account as defined in *Control information*

<F5> For *All* inventory accounts. Items will print grouped by inventory account.

Example Press <F5> for *All* Inventory accounts on file.

6. Vendor

Enter the vendor number to print the report for only one vendor.

Options

You may also use the following options:

- | | |
|---------|--|
| <F5> | To include All items regardless of whether they have a vendor number |
| <Enter> | To include only those items which do not have a vendor number. |

Format Up to six digits

Example Press <F5> for *All* vendors.

7. Product category

Options

Enter the category to print the report for only one product category.

You may also use the following options:

- | | |
|---------|---|
| <F5> | To include All items regardless of whether they have a category |
| <Enter> | To include only those items which do not have a category. |

Format Up to five digits

Example Press <F5> for *All* categories.

8. Product sub-category

If you entered Blank in the previous field, this field also displays as Blank and may not be changed.

Enter the product sub-category for the items to be printed.

Options

You may also use one of the following options:

- | | |
|---------|--|
| <F5> | To include <i>All</i> items regardless of whether they have a sub-category |
| <Enter> | To include only those items which do not have a sub-category |

Format Up to five characters
 Example Press <F5> for *All* sub-categories.

9. Suppress blank lines?

Answer Y to eliminate blank lines between items on the report. Answer N if you wish one line to be skipped prior to printing each item.

Format One letter, either Y or N. The default is Y.
 Example Type Y and then press <Enter>.

10. Include items with zero qty on hand?

Answer Y to include items with zero quantity on-hand. Answer N to exclude items with zero quantity on-hand from the report.

Format One letter, either Y or N. The default is N.
 Example Press <Enter> to accept the default.

Note

If you answer N, an item with zero quantity on-hand in the Item record will still appear on the report if one or more of the Status records for the item are non-zero. Additionally, under LIFO and FIFO, if the quantity on-hand is zero but there are layers for the item, the item will show up on the report. In this case, the integrity of your data is in question and you should consider running Recalculate inventory quantities. This is described in the *PBS Administration Manual*.

If you are using the LIFO or FIFO costing methods, a second screen displays where an additional field appears as follows:

Print LIFO (FIFO) layers ?

Answer Y if you want to have the layers of the item printed.

Format One letter, either Y or N. The default is N.
 Example Type:Y and then press <Enter>.

If you are using the standard cost method, an additional field appears as follows:

11. Use standard or actual cost ?

Answer S for standard cost and A for actual cost.

Format One letter, either S or A .
 Example In our example we are not using standard costing, so this field will not display.

Field number to Change ?

Make changes to any field as needed. When finished select enter to print the report.

SELECTING THE VALUATION BY DATE REPORT

Use this selection to print a report detailing the current value of inventory items for one or all warehouses as of a certain date. You may select all or part of the inventory.

Select

Valuation by Date report from the *Reports* menu.

The following screen displays:

Reports (Valuation by date report) XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Cut-off-date
5. Group by inv acct ?
6. Inventory acct #
7. Vendor #
8. Product category
9. Product sub-category
10. Suppress blank lines ?
11. Print items with
no qty on hand ?

<F5> = "All"

Field variations

Your screen may vary from the above display for the following reasons, and the fields are renumbered to accommodate variations:

The above screen is for multi-warehousing. If you are using single-warehousing, you will not see the *Warehouse* field.

The *Use standard or actual cost ?* field only displays if you are using the Standard cost valuation method.

The last two fields depend on which selection you have previously chosen.

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

<ENTER> For the *Central* warehouse

<F5> For *All* warehouses

Format Up to two characters
 Example Press <F5> for *All* warehouses.

Note

If you are not using multi-warehousing, you will not see the *Warehouse* field and all field numbers will be one less than the numbers shown.

2. Starting item # and

3. Ending item

Enter the range of item numbers to include on the report. Follow the screen instructions.

Format 15 characters
 Example Press <F2> for the *First* and *Last* item number.

4. Cut-off date

Enter the cut-off date for the report.

Any inventory transaction history records on or before this date, that fall with in the other report criteria, will be included on the report.

Format 6 digits
 Example MMDDYY

5. Group by inv acct?

Answer Y to restrict the report to a single inventory account, or to group items by inventory account. Your entry in the next field determines the grouping.

Answer N to print the items in item number order. If you answer N, the next field displays (Not applicable).

Format One letter, either Y or N. The default is N.
 Example Press <Enter> for the default.

6. Inventory account

If you chose not to group by *Inventory account*, this field displays as (Not applicable). Enter the inventory account for which to print the report.

Options

You may also use the options:

<F1> For next inventory account on file
 <SF1> For the previous inventory account
 <F2> For the default inventory account as defined in *Control information*
 <F5> For *All* inventory accounts. Items will print grouped by inventory account.

Example Press <F5> for *All* Inventory accounts on file.

7. Vendor

Enter the vendor number to print the report for only one vendor.

Options

You may also use the following options:

- | | |
|---------|--|
| <F5> | To include “All” items regardless of whether or not there is an associated vendor number |
| <Enter> | To include only those items which do not have a vendor number. |

Format Up to six digits

Example Press <F5> for *All* vendors.

8. Product category

Options

Enter the category to print the report for only one product category.

You may also use the following options:

- | | |
|---------|---|
| <F5> | To include All items regardless of whether they have a category |
| <Enter> | To include only those items which do not have a category. |

Format Up to five digits

Example Press <F5> for *All* categories.

9. Product sub-category

If you entered Blank in the previous field, this field also displays as Blank and may not be changed.

Enter the product sub-category for the items to be printed.

Options

You may also use one of the following options:

- | | |
|---------|--|
| <F5> | To include <i>All</i> items regardless of whether they have a sub-category |
| <Enter> | To include only those items which do not have a sub-category |

Format Up to five characters
Example Press <F5> for *All* sub-categories.

10. Suppress blank lines?

Answer Y to eliminate blank lines between items on the report. Answer N if you wish one line to be skipped prior to printing each item.

Format One letter, either Y or N. The default is Y.
Example Type Y and then press <Enter>.

11. Print items with no qty on hand?

Answer Y to include items with zero quantity on-hand. Answer N to exclude items with zero quantity on-hand from the report.

Format One letter, either Y or N. The default is N.
Example Press <Enter> to accept the default.

If you are using the standard cost method, an additional field appears as follows:

12. Use standard or actual cost ?

This question only displays if you are using standard costing methods.

Answer S for standard cost and A for actual cost.

Format One letter, either S or A .
Example In our example we are not using standard costing, so this field will not display.

Field Number to Change ?

Make any changes needed. Select Enter when you are ready to print the report.

Usage Reports

This chapter contains the following topic:

[Selecting Usage Reports](#)

SELECTING USAGE REPORTS

The Usage report selection enables you to print a report on items used. This shows the quantity and dollar amount of sales by item, both year-to-date, and period-to-date. The actual cost and the margin (price minus cost) are also shown.

The Usage Report can be restricted to a range of items. It can also be limited to a selected warehouse, product category, sub-category, vendor, and/or inventory account. It can further be expanded to include data from prior periods.

Select

Usage report from the *Reports* menu.

The following screen displays:

```

Reports (Usage report)                                XYZ Company

1. Warehouse 
2. Starting item #
3. Ending item #
4. Print in order by 
5. Group by inv acct ?
6. Inventory acct #
7. Vendor #
8. Product category
9. Product sub-category
10. Print prior periods ?
11. Suppress blank lines ?
12. Print items which
    have no YTD sales ?
13. Print items which
    have no qty on hand ?

<F5> = "All"
    
```

The above screen is for multi-warehousing. If you are using single-warehousing, you will see the *Warehouse* field and the remaining fields will be renumbered accordingly.

Enter the information as follows:

1. Warehouse

If you are using single-warehousing, this field does not appear.

Ware house must be a valid warehouse as described in the *Warehouses* chapter. The name of the warehouse displays upon selection.

Options

Enter a warehouse code, or use one of the options:

- <Enter> For the *Central* warehouse
- <F5> For "*All*" warehouses

2. Starting item # and

3. Ending item

Enter the range of item numbers to include on the report. Follow the screen instructions.

Example Press <F2> at each field for "First" and "Last" item numbers.

4. Print in order by

Enter W to print items grouped by warehouse. Enter I to print in item order, showing all warehouses for one item before printing the next item.

If you are using single-warehousing, or selected a single warehouse above, this field displays (Not applicable).

Example Type: I

5. Group by inv acct?

Group the items by inventory account on the report. If you are also printing multiple warehouses on this report, the major grouping will be by inventory account, and the warehouses and items (or items and warehouses) will be shown within each inventory account.

Restrict the report to those items with a single specified inventory account.

Answer Y to print the items in order by inventory account number.

Answer N to print the items in item number order. If you answer N, the next field displays (Not applicable).

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

6. Inventory account

This field is not applicable if you answered N at the previous field.

Options

Enter the inventory account for which to print the report, or use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the default account as defined in <i>Control information</i> .
<F5>	For "All" inventory accounts

7. Vendor

The report can be restricted to items from a particular vendor.

Options

Enter a vendor number, or use one of the options:

<F5>	To include "All" vendors
<Enter>	To include only those items which do not have a vendor number
Format	Up to six digits
Example	Press <F5> for "All" vendors.

8. Product category

Options

The report can be restricted to items from a particular category.

Enter the category to print items for only one product category, or use one of the options:

<F5>	To include "All" items regardless of whether they have a category
<Enter>	To include only those items which do not have a category
Format	Up to five digits
Example	Press <F5> for "All" categories.

9. Product sub-category

If you entered Blank in the previous field, this field also displays as Blank and may not be changed. The report can be restricted to items in a particular sub-category.

Options

Enter the sub-category or use one of the options:

<F5>	To include "All" items regardless of whether they have a sub-category
<Enter>	To include only those items which do not have a sub-category
Format	Up to five digits
Example	Press <F5> for "All" sub-categories.

10. Print prior periods ?

Answer Y to show the usage in prior periods, as well as usage during the current period. Otherwise, answer N.

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

11. Suppress blank lines ?

Answer Y to eliminate blank lines between items on the report. Answer N if you wish to skip one line prior to printing each item.

Format One letter, either Y or N. The default is Y.

Example Press <Enter> for the default.

12. Print items which have no YTD activity ?

Answer Y to include items with *Qty YTD* and *Sales YTD* of zero. Answer N to exclude inactive items. The default is N.

Example Press <Enter>.

13. Print items which have no Qty on hand ?

Answer Y to print items which have no *Qty on-hand*. Answer N to exclude inactive items.

Example Press <Enter>.

ABC Analysis

This chapter contains the following topic:

[Selecting ABC Analysis Reports](#).....
.....

SELECTING ABC ANALYSIS REPORTS

The *ABC Analysis* selection enables you to print year-to-date item analysis.

This analysis report shows the dollar value of sales volume, year-to-date cost of the items sold, and year-to-date gross margin (sales minus costs) for each item.

This report separates items into three value classes by percentage:

- The top percentage (*code A*) of inventory value,
- The middle percentage (*code B*) of inventory value,
- The bottom percentage (*code C*) of inventory value.

The separation may be based on sales, cost, or margin.

The boundaries between these categories are flexible. You define them each time you print the report.

The *ABC* codes are based on percentages. In a typical business, a large percentage of total sales is based on a small percentage of items that are carried in inventory.

For example, it would not be unusual for 20% of your inventory items to account for 80% of your sales volume. These are your *A* items.

Continuing with this example, you might find that another 20% of your inventory items accounted for 15% of your sales volume. These are your *B* items.

Finally, you might find that the remaining 60% of your inventory items account for 5% of your sales volume. These are your *C* items.

A items are much more important to your business than *B* or *C* items. So you would want to keep tighter control over *A* items than over *C* items.

A items are typically high-priced items that sell in moderate volume, or moderately priced items that sell in high volume.

C items are typically high or medium priced items that hardly sell, or low priced items that sell in moderate to low quantity.

B items are in between. They provide the transition between *A* items and *C* items.

The *ABC* code is an attribute of the item, and may be individually maintained by the *Items* selection. However, the code on file is not used in creating this report. Rather, this selection regenerates the *ABC* code of each item whenever you print the report, without reference to the existing codes. You then have the option of propagating the new codes to the items, and thus over-laying the existing.

Select

ABC analysis from the *Reports* menu.

The following screen displays:

Reports (ABC analysis) XYZ Company

1. Starting item #
2. Ending item #
3. By sales, cost or margin ?
4. Inventory account #
5. Product category
6. Product sub-category
7. Print 2nd line of desc ?
8. Suppress blank lines ?
9. Print items which have no YTD sales ?
10. Print items which have no qty on hand ?

<F2> = "First"

Enter the information as follows:

1. Starting item # and

2. Ending item

Enter the range of item numbers to include on the report. Follow the screen instructions.

Example Press <F2> for *First* and *Last* at each field.

3. By sales, cost or margin ?

Enter S, C, or M to analyze based on sales, cost, or margin.

If you enter S, code A will be those items with the highest year-to-date sales volume in dollars, code B will be those items in the middle range, and code C will be those in the lowest range.

If you enter C, the three codes (A, B and C) will be based on the total year-to-date cost of the items sold, in dollars.

If you enter M, the three codes (A, B and C) will be based on the year-to-date gross margin in dollars for each item (gross margin = sales minus cost).

Format One letter from the table above

Example Type: S and then press <Enter>.

4. Inventory account

Options

Enter the inventory account for which to print the report, or use one of the options:

<F1> For the next inventory account on file

<SF1> For the previous inventory account on file

<F2> For the *Merchandise Inventory* account on file

<F5> For *All* inventory accounts. Items will be grouped by inventory account.

Format Your standard format for account numbers, as defined in *Company information*.

Example Press <F5> for *All* inventory accounts.

5. Product category

The report can be restricted to items in a particular category.

Options

Enter the category to print the report for only one product category or use one of the following options:

<F5> To include *All* items regardless of whether they have a category.

<Enter> To include only those items which do not have a category

Format Up to five characters

Example Press <F5> for all categories

6. Product sub-category

If you entered Blank in the previous field, this field also displays as Blank and may not be changed.

The report can be restricted to items in a particular sub-category.

Options

Enter a product sub-category, or use one of the options:

<F5> To include *All* items regardless of whether they have a sub-category.

<Enter> To include only those items which do not have a sub-category

Format Up to five characters

Example Press <F5> for all sub-categories

7. Print 2nd line of desc?

Answer Y to print the second line of description. If you answer N, the second line of description is not printed.

Format One letter, either Y or N. The default is N.

Example Press <Enter> to accept the default.

8. Suppress blank lines ?

Answer Y to eliminate blank lines between items on the report. Answer N if you wish to skip one line prior to printing each item.

Format One letter, either Y or N. The default is Y.

Example Press <Enter> to accept the default.

9. Include items which have no YTD activity?

Answer Y to include items with *Qty YTD* and *Sales YTD* of zero. Answer N to exclude inactive items.

Format One letter, either Y or N. The default is N.

Example Press <Enter> to accept the default.

10. Print items which have no QTY on hand ?

Answer Y to include items which have no *Qty on-hand*. Answer N to exclude inactive items.

Format One letter, either Y or N. The default is Y.

Example Press <Enter> to accept the default.

Make any changes at *Field number to change ?*, and then press <Enter> to continue.

Definition of the boundaries between the codes occur upon a separate screen.

The following screen displays:

Reports (ABC analysis) XYZ Company

1. Code A - top-%

2. Code C - bottom-%

Enter the information as follows:

Code A - top %

Enter the percentage of sales, cost, or margin that will define the top (A) percentage.

Format 99.99

Example Type: 80

Code C - bottom %

Enter the percentage of sales, cost, or margin that will define the bottom (C) percentage.

Format 99.99

Example Type: 5

In the example above, *Code A* will include those items whose combined sales volumes (by dollar) made up the top 80% of sales. *Code C* will include those items whose sales volumes made up the bottom 5% of sales. *Code B* will include all other items.

Resetting the ABC codes

After the report is printed, you are asked if you wish to reset the ABC codes for these items to their new values.

If you answer Y, the ABC code for each item printed is set to its A, B, or C value. Although these codes are not used to create this report (which generates them each time), they do have informational value as they appear on various screens and reports. It is advantageous to keep them reasonably up to date.

Inventory Turnover

This chapter contains the following topics:

[Selecting The Inventory Turnover Report](#).....

SELECTING THE INVENTORY TURNOVER REPORT

The Inventory Turnover report is an analysis that shows how may times that an inventory item turns over in one year.

Basically, it compares the sales of an item to your average quantity on hand of that item. For example, if you sold 150 of an item in one year, and your average quantity on hand was 60, your inventory turnover is 2.5.

Select

Inventory turnover from the Reports menu.

The following screen displays:

Reports (Inventory turnover)
XYZ Company

1. Warehouse
2. Starting item #
3. Ending item #
4. Group by inv acct ?
5. Inventory acct #
6. Vendor #
7. Product category
8. Product sub-category
9. Prds completed YTD
10. Days completed PTD
11. Over or understocked items ?
12. Items to print

<F5> = "All"

Enter the information as follows:

1. Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for the items to be included on the report, or use one of the options:

- <Enter>

For the *Central* warehouse
- <F5>

For *All* warehouses

Note	If you are not using multi-warehousing, you will not see the <i>Warehouse</i> field and all field numbers will be one less than the numbers shown.
-------------	--

2. Starting item # and

3. Ending item

The values entered here need not be valid items, since their purpose is to define a range; but at least one item within the range must previously have been defined in the Items selection.

Enter the range of item numbers to include on the report. Follow the screen instructions.

Format Up to 15 digits
Example Press <F2> at each field for *First* and *Last*.

4. Group by inv acct ?

If you answer N the inventory account will not affect the sequence of the report. If you answer Y, then depending on your answer to the next field you will either:

- Group the items by inventory account on the report. If you are printing *All* multiple warehouses on this report, the major grouping will be by inventory account, and the warehouses and items (or items and warehouses) will be shown within each inventory account.
- Restrict the report to those items with a single specified inventory account.

Format One letter, either Y or N, there is no default
Example Type:N and then press <Enter>.

Answer Y to print the items in order by inventory account number.

Answer N to print the items in item number order. If you answer N, the next field displays (Not Applicable).

5. Inventory account

Options

Enter the inventory account for the items to be printed, or use one of the options:

<F1> For the next inventory account
<SF1> For the previous inventory account
<F2> For the default inventory account
<F5> For *All* inventory accounts. Items will print grouped by inventory account

Format Enter as defined in *Company information*.
Example This field is not applicable because N was selected in the previous field.

6. Vendor

The report can be restricted to items from a particular vendor.

Options

Enter a vendor number, or use one of the options:

<F5>	To include <i>All</i> items whether or not they have a vendor number
<Enter>	To include only those items which do not have a vendor number
Format	Up to six digits
Example	Press <F5> for all vendors.

7. Product category

The report can be restricted to items in a particular category.

Options

Enter a product category, or use one of the options:

<F5>	To include <i>All</i> items whether or not they have a category
<Enter>	To include only those items which do not have a category
Format	Up to five characters
Example	Press <F5> for all categories.

8. Product sub-category

If you entered blank in the previous field, this field also displays as blank and may not be changed.

The report can be restricted to items in a particular sub-category.

Options

Enter a product sub-category, or use one of the options:

<F5>	To include All items whether or not they have a sub-category
<Enter>	To include only those items which do not have a sub-category
Format	Up to five characters
Example	Press <F5> for all sub-categories.

9. Prds completed YTD

Enter the number of periods completed this year, then the number of periods in the year.

Format 2 characters at each field

Example Type 3, then type 12.

10. Days completed PTD

Enter the number of days elapsed for the current period, then the number of days in the current period.

Format 3 characters at each field

Example Type 90, then type 90.

11. Over or understocked items ?

This field determines which items print based on quantities on hand and current movement rates.

Enter O for overstocked, U for understocked or A for all items.

If you enter O or U, you will be asked to enter the number of months to be used to evaluate your stock position.

12. Items to print

Select A to print all items, F to print fast moving items as defined in the next field, or S to print slow moving items as defined in the next field.

Format 1 character

Example Type A

Field number to change ?

Enter a field number to change or select the <Enter> key to print the report.

Serial Number Reports

This chapter contains the following topics:

Introduction to Serial Number Reports
Printing Serial Numbers by Customer Report
Printing Serial Numbers by Item Report
Printing Serial Numbers by Vendor Report
Printing Serial Numbers on Loan Report

INTRODUCTION TO SERIAL NUMBER REPORTS

This chapter explains four of the reports that are available if you are using serial numbers.

The four reports are:

- Serial Numbers by Customer
- Serial Numbers by Item
- Serial Numbers by Vendor
- Serial Numbers on Loan

One other serial number report, the *Flooring Report*, is described in the [Flooring Report](#) chapter.

The Serial Numbers by Customer Report

shows sold serialized inventory, organized by customer. This report can be used to highlight a range of warranty expiration dates. The age of each sold serial number is also shown, based on the invoice date.

The Serial Numbers by Item Report

shows current unsold or sold serialized inventory, organized by item number.

The Serial Numbers by Vendor Report

shows current unsold or sold serialized inventory, organized by vendor. This report shows the age of each serial number, based on the serial number receiving date, for the specified range of vendors. The last activity for each serial number is also shown.

The Serial Numbers on Loan Report

shows serialized items that have been loaned out. The report shows unsold serial numbers that are on loan. Because this report is printed in order by the *Reference* field, you can track loans by salesperson, customer name, or any method convenient for you.

PRINTING SERIAL NUMBERS BY CUSTOMER REPORT

Select

Select *Serial numbers by customer* from the *Reports, serial* menu.

Graphical Mode

The following screen appears:

Report criteria

Starting item number "First"

Ending item number "Last"

Starting customer number "First"

Ending customer number "Last"

Starting invoice date "Earliest"

Ending invoice date "Latest"

Page break on customer ☐

Detail or summary Detail

Starting warranty date 1 "Earliest"

Ending warranty date 1 "Latest"

Starting warranty date 2 "Earliest"

Ending warranty date 2 "Latest"

Print costs ☒

Warehouse Central Central

<F2> = "First"

OK Cancel

Character Mode

The following screen appears:

Reports, serial (Serial numbers by customer) XYZ Company

1. Starting item number

2. Ending item number

3. Starting customer number

4. Ending customer number

5. Starting invoice date

6. Ending invoice date

7. Page break on customer ?

8. Detail or summary

9. Starting warranty date 1

10. Ending warranty date 1

11. Starting warranty date 2

12. Ending warranty date 2

13. Print costs ?

14. Warehouse

<F2> = "First"

Note

The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the *Warehouse* field.

Enter the information as follows:

Starting item number and**Ending item number**

Enter the range of item numbers of the serialized items to print on the report. Press <F2> for *First* and *Last* item numbers. Follow the screen instructions.

Format Up to 15 digits
Example Press <F2> for both fields

Starting customer number and**Ending customer number**

Enter the range of customer numbers to be included in the report. Press <F2> for the *Earliest* and *Latest* customer numbers. Follow the screen instructions.

Format Up to 12 digits
Example Press <F2> for both fields

Starting invoice date and**Ending invoice date**

Enter the range of invoice dates for which serial numbers are to be printed. Follow the screen instructions.

Format MMDDYY
Example Press <F2> for both fields

Page break on customer

Check this box if you want to start a new page in the report for each customer who has serialized items. You may press <Enter> to default to unchecked.

Format Check box where checked is yes and unchecked is no. The default is unchecked
Example Press <Enter> to accept the default

Detail or summary

The detail report shows the selected items for each customer you specify. The summary report shows totals only for each customer.

In character mode enter D for a detail report, or enter S for a summary report.

Format Drop down list box with the options of Detail and Summary. The default is Detail
Example Press <Enter> to accept the default

Starting warranty date 1 and

Ending warranty date 1

Enter the range of dates of the first warranty expiration for which serial numbers are to print. Press <F2> for *Earliest* and *Latest* warranty dates. Follow the screen instructions.

Format MMDDYY
Example Press <F2> for both fields

Starting warranty date 2 and

Ending warranty date 2

Enter the range of dates of the second warranty expiration for which serial numbers are to print. Press <F2> for *Earliest* and *Latest* warranty dates. Follow the screen instructions.

Format MMDDYY
Example Press <F2> for both fields

Print costs

Enter Y if you want to print the cost on the report, or use Y and the cost will not be printed on the report.

Format Check box where checked is yes and unchecked is no. The default is checked
Example Press <Enter> to accept the default

Warehouse

Options

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

<Enter> For *Central* warehouse
<F5> For All warehouses

Format Up to two characters, or use the option
Example Press <Enter> for the *Central* warehouse

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

PRINTING SERIAL NUMBERS BY ITEM REPORT

Select

Serial numbers by item from the *Reports, serial* menu.

Graphical Mode

The following screen appears:

Character Mode

Note

The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the *Warehouse* field.

Enter the information as follows:

Report type

Enter the report type for items to be printed on the report, Unsold items if you select that the unsold items to be printed or Sold items for the sold items. Follow the screen instructions.

Options

You may use the following options:

- Unsold items To select the *Unsold items* report
- Sold items To select the *Sold items* report
- Format Drop down list box with one of the choices above. The default is Sold items
- Example Select Unsold items and then press <Enter>

Starting item number and Ending item number

Enter the range of item numbers of the serialized items to print on the report. Press <F2> for *First* and *Last* item number. Follow the screen instructions.

- Format Up to 15 digits, or use the option
- Example Press <F2> for both fields

Detail or summary

Select Detail for a detail report, or Summary for a summary report.

The detail report shows the selected items for each customer you specify. The summary report shows totals only for each customer. A detail report includes information on each unsold or sold serial number for the range of item numbers specified. A summary report shows totals only for each item for the range of item numbers specified.

- Format Drop down list box. The default is Detail
- Example Press <Enter> to accept the default

Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed.

Options

You may also use one of the options:

- <Enter> For *Central* warehouse
- <F5> For *All* warehouses
- Format Up to two characters, or use the option
- Example Press <Enter> for the *Central* warehouse

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

PRINTING SERIAL NUMBERS BY VENDOR REPORT

Select

Serial numbers by vendor from the *Reports, serial* menu.

Graphical Mode

The following screen appears:

Report criteria

Report type: Sold items

Starting item number: "First" [button]

Ending item number: "Last" [button]

Starting vendor number: "First" [button]

Ending vendor number: "Last" [button]

Starting invoice date: "Earliest" [button]

Ending invoice date: "Latest" [button]

Page break on vendor: ☐

Detail or summary: Detail

Warehouse: [button] Central Central

OK Cancel

Character Mode

The following screen appears:

Reports, serial (Serial numbers by vendor) XYZ Company

1. Report type [input box]
2. Starting item number
3. Ending item number
4. Starting vendor number
5. Ending vendor number
6. Starting receipt date
7. Ending receipt date
8. Page break on vendor ?
9. Detail or summary
10. Warehouse

U = Unsold items, S = Sold items

Note

The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the *Warehouse* field.

Enter the information as follows:

Report type

Enter the report type for items to be printed on the report, Unsold items if you select that the *unsold* items to be printed or Sold items for the *sold* items. Follow the screen instructions.

Format Drop down list box. The default is Sold items
 Example Select Unsold items and then press <Enter>

Starting item number and Ending item number

Enter the range of item numbers of the serialized items to print on the report or press <F2> for *First* and *Last* item numbers. Follow the screen instructions.

Format Up to 15 digits, or use the option
 Example Press <F2> for both fields

Starting vendor number and Ending vendor number

Enter the range of vendor numbers to be included in the report or press <F2> for *First* and *Last* vendor number. Follow the screen instructions.

Format Up to six digits, or use the option
 Example Press <F2> for both fields

Starting receipt date and Ending receipt date or

Starting invoice date and Ending invoice date

The label for this field is dependent on the selection for the [Report type](#) field. If it is an unsold item, then it is the receipt date range. If it is sold then the invoice date range.

Enter the range of dates for which serial numbers are to print or press <F2> for the *Earliest* and *Latest* dates. Follow the screen instructions.

Format MMDDYY
 Example Press <F2> for both fields

Page break on vendor

Check this box if you want to start a new page in the report for each vendor who has serialized items. You may press <Enter> to default to unchecked.

Format Check box where checked is yes and unchecked is no. The default is unchecked
 Example Press <Enter> to accept the default

Detail or summary

The detail report shows the selected items for each vendor you specify. The summary report shows totals only for each vendor.

In character mode enter D for a detail report, or enter S for a summary report.

Format	Drop down list box with the options of Detail and Summary. The default is Detail
Example	Press <Enter> to accept the default

Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed.

Options

You may also use one of the options:

<Enter>	For <i>Central</i> warehouse
<F5>	For <i>"All"</i> warehouses
Format	Up to two characters, or use the option
Example	Press <Enter> for <i>Central</i> warehouse

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

PRINTING SERIAL NUMBERS ON LOAN REPORT

Select

Serial numbers on loan from the Reports, serial menu.

Graphical Mode

The following screen displays:

Character Mode

The following screen displays:

Enter the information as follows:

Starting item number *and* Ending item number

Enter the range of item numbers of the serialized items to print on the report or press <F2> for *First* and *Last* item numbers. Follow the screen instructions.

Format Up to 15 digits, or use the option

Example Press <F2> for both fields

Page break on reference

Check this box if you want to start a new page in the report for each reference. You may press <Enter> to default to unchecked.

Format Check box where checked is yes and unchecked is no. The default is unchecked

Example Press <Enter> to accept the default.

Detail or summary

The detail report shows the selected items for each reference you specify. The summary report shows totals only for each reference.

In character mode enter D for a detail report, or enter S for a summary report.

Format Drop down list box with the options of Detail and Summary. The default is Detail

Example Press <Enter> to accept the default.

Print costs

Answer Y if you wish to print the item costs from the Serial file for the serialized items on the report. Otherwise, answer N.

Format Check box where checked is yes and unchecked is no. The default is checked

Example Press <Enter> to accept the default.

Starting return date *and*

Ending return date

Enter the range of loan return dates of loaned serial numbers to be included on the report for the range of items specified or press <F2> for *Earliest* and *Latest* item numbers. Follow the screen instructions.

Format MMDDYY

Example At both fields press <F2> and then press <Enter>

A sorting process takes place prior to printing (or screen display) of the report.

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

Flooring Report

This chapter contains the following topic:

[Selecting the Flooring Report](#).....
.....

SELECTING THE FLOORING REPORT

The Flooring Report is intended to show what consignment merchandise is sold and how much to pay the vendor.

The report can be printed for unsold and/or sold serial numbers. For unsold serial numbers, the report can be used to verify (*check*) that all of the financed goods are present. For sold serial numbers, the report can be used to verify which items were sold during a specified time period, so that payment can be made by the retailer to the finance company.

An underline is also provided on the report for each serial number to record notes.

Select

Flooring report from the *Reports, serial* menu.

The following screen displays:

```

Reports, serial (Flooring report)                                XYZ Company

1. Starting item number      
2. Ending item number
3. Starting source
4. Ending source

5. Print unsold serials ?
6. Starting receipt date
7. Ending receipt date

8. Print sold serials ?
9. Starting invoice date
10. Ending invoice date

11. Page break on source ?
12. Detail or summary
13. Warehouse

<F2> = "First"
    
```

Note

The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the *Warehouse* field.

Enter the information as follows:

1. Starting item number

2. Ending item number

Enter the range of item numbers of the serialized items to print on the report or press <F2> to select *First* for field #1 and also to select *Last* for field #2. Follow the screen instructions.

Exam- Press <F2> for the *First* and *Last* source serial
ple number.

3. Starting source and

4. Ending source

Enter the range of sources of the serial numbers to print on the report or press <F2> to select *First* for field #1 and also to select *Last* for field #2. Follow the screen instructions.

Format Up to six characters, or use the option
Example Press <F2> for the *First* and *Last* source serial number.

5. Print unsold serials?

Answer Y to include unsold serial numbers on the report. Otherwise, answer N.

If you answer N, the following two fields display (Not applicable) and entry is not allowed.

Format One letter, either Y or S. The default is Y.
Example Press <Enter> to accept the default.

If you answered Y to *Print unsold serials?*, enter the following two fields:

6. Starting receipt date and

7. Ending receipt date

Enter the range of receiving dates of the serial numbers to be printed or press to select the *Earliest* for field #6 and also *Latest* for field #7. Follow the screen instructions.

Format MMDDYY
Example Press <F2> for the *Earliest* and *Latest* receipt dates.

8. Print sold serials ?

Answer Y to include sold serial numbers on the report. Otherwise, answer N.

If you answer N, the following two fields display (Not applicable) and entry is not allowed.

Format One letter, either Y or N. The default is Y.
Example Press <Enter> to accept the default.

9. Starting invoice date and

10. Ending invoice date

Enter the range of invoice dates of the serial numbers to be printed or press to select the *Earliest* for field # 9 and also *Latest* for field # 10 Follow the screen instructions.

Format MMDDYY
Example Press <F2> for the *Earliest* and *Latest* invoice dates.

11. Page break on source ?

Answer Y if you want to start a new page in the report for each source. Otherwise, answer N.

If you answer Y to *Page break on source?*, and are printing both unsold and sold serial numbers, an additional field appears:

on Sold/Unsold?

Answer Y if you want to print unsold and sold serial numbers on separate pages for each source. Answer N if unsold and sold serial numbers may be printed on the same page for each source.

Format One letter, either Y or S. The default is N.

Example Type Y, and then press <Enter>.

12. Detail or summary

The detail report shows individual serial numbers for each item you specify. The summary report shows totals only for each specified item.

Enter D for a detail report, or enter S for a summary report.

Format One letter D or S.

Example Type S, and then press <Enter>.

13. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed.

Options

You may use one of the options:

<Enter> For the *Central* warehouse

<F5> For *All* warehouses

A sorting process takes place prior to printing (or screen display) of the report.

Lot Numbers Report

This chapter contains the following topic:

[Selecting Lot Numbers](#).....

SELECTING LOT NUMBERS

Use this selection to print a report showing lot number information for a specified range of items, lot numbers, and either vendors or customers. The report may be printed in summary or detail.

You also have the option to purge zero-balance lots using this selection.

Select

Lot numbers from the *Reports* menu.

Graphical Mode

The following screen displays:

Report criteria

Print or purge
Print report

Warehouse

Central
Central

Starting item number
"First"

Ending item number
"Last"

Starting lot number

Ending lot number

Vendor
"All"

Product category
"All"

Product sub-category
"All"

On-hand balances to print
Non-zero

Detail or summary
Summary

Starting customer #

Ending customer #

OK

Cancel

Character Mode

The following screen displays:

Reports (Lot numbers) XYZ Company

1. Print or purge ? ☐

2. Warehouse

3. Starting item number

4. Ending item number

5. Vendor number

6. Product category

7. Product sub-category

1 = Print report 2 = Print report/purge file

Note

The above screen is for multi-warehousing. In Character mode if you are not using multi-warehousing, you will not see the *Warehouse* field and all the above field numbers will be one less than the numbers shown.

Enter the information as follows:

Print or purge

Enter 1 to print the report only, or enter 2 to purge the file and print a report of the lot number information that is purged.

Format One digit, either 1 or 2

Example Type: 1, and then press <Enter>

Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want lot-controlled items to be printed and/or purged.

Options

You may also use on of the options:

<Enter> For the *Central* warehouse

<F5> For "All" warehouses

Starting item number and Ending item number

Enter the range of item numbers of the lot-controlled items to be printed and/or purged. Follow the screen instructions.

If you enter the same item number for both fields, the following field displays (Not applicable) and an entry is not allowed.

Format Enter <F2> for the *"First"* and *"Last"* item numbers

If you entered the same item number for *Starting item number* and *Ending item number*, field the *Starting lot number* and *Ending lot number* fields may be entered as follows:

Starting lot number and Ending lot number

Enter the range of lot-controlled numbers to be included in the report/purge. Follow the screen instructions.

Format Enter <F2> for the "*First*" and "*Last*" item numbers

Vendor

If you entered more than one item number above, enter the vendor number to include only lot-controlled items for a single vendor, or press <F5> to include items for "*All*" vendors.

Format Up to six digits
 Example Press <F5> for "*All*" vendors.

If you entered more than one item number for *Starting item number* and *Ending item number*, field numbers 6 and 7 appear as follows:

Product category

Enter the product category to include only lot-controlled items for a single category.

Options

You may also use the options:

<Enter>	To include only those items which do not have a category
<F5>	To include "All" items regardless of whether they have a category
Format	Up to five characters
Example	Press <F5> for " <i>All</i> " vendors

Product sub-category

If you entered Blank in the previous field, this field also displays as Blank and may not be changed.

Enter the product sub-category to include only lot-controlled items.

Options

You may also use the options:

<Enter>	To include only those items which do not have a sub-category
---------	--

<F5> To include "All" items regardless of whether they have a sub-category

Format Up to five characters

Example Press <F5> for "All" sub-categories

If you selected to *Print report* in the [Print or purge](#) field, two additional fields can be entered:

On-hand balances to print

Enter the character which corresponds to the current on-hand quantity of the lot numbers to be printed.

Options

You may use on one of the options:

- | | |
|----------|---|
| Non-zero | To print only lot numbers within the ranges specified Which have non-zero on-hand quantities. |
| Zero | To print only lot numbers within the ranges specified which have zero on-hand quantities. |
| All | A to print all lot numbers within the ranges specified, regardless of their on-hand quantities. |

Detail or summary

Select Detail to print a detail report, or Summary for a summary report.

A summary report shows totals only for each lot number for the range of item numbers specified. A detail report also includes information on each transaction processed for lot numbers.

Format Drop down list. The default is Summary

Example Press <Enter> for the default

If you selected Detail, you may print sales detail for one customer or a range of customers. Enter the information in the next 2 fields as follows:

Starting customer # and

Ending customer

Enter the range of customer numbers to be included in the report. Follow the screen instructions.

Format Up to 12 digits

Example Press <F2> and then press <Enter> for the "First" and "Last"

Make any needed changes.

OK or Cancel

Select OK to continue to either purge and print or print only. Select Cancel to return to the I/C menu.

If you specified *Print report* for [Detail or summary](#) field, the *Lot Numbers Report* is printed.

If you specified *Print report/purge file* for [Detail or summary](#) field, the *Lot Purge Audit List* is printed instead of the Lot Numbers Report, showing detailed information on every lot number that is being removed from the file.

All records for lot numbers within the specified ranges are then purged from the *Serial file*. Lot number records for the specified warehouse(s) are purged only if the lot's *quantity on-hand* and *quantity committed* are zero.

Kit Price/Cost Report

This chapter contains the following topic:

[Selecting Kit Price Reports](#)

SELECTING KIT PRICE REPORTS

The Kit Price/Cost Report enables you to compare the selling prices of a kit with the total cost of its components.

The amount by which the price exceeds the cost (*margin*) is also shown. Because an item may have up to six prices, as many as six prices and six margins may appear for each kit.

This selection ignores the effect of the following:

- Price Codes
- Customer discounts
- Sale prices
- Contract prices
- Serial unit costing

Costs

Cost is obtained by accumulating the extended cost of all components. The detail is shown on the report. For each component, the quantity-in-kit, unit cost, stocking unit, and extend cost (*quantity x cost*) is given.

Components are items, and cost is an attribute of the item and does not vary by warehouse. For unit cost, you specify whether to use Average, Standard, or Replacement cost.

Select

Kit price/cost from the *Reports, kits* menu.

The following screen displays:

Reports, kits (Kit price/cost) XYZ Company

1. Starting kit-item #
2. Ending kit-item #
3. Group by level # ?
4. Level #
5. Vendor #
6. Product category
7. Product sub-category
8. Cost to use

<F2> = "First"

Enter the following information:

- 1. Starting kit-item # and**
- 2. Ending kit-item #**

Enter the range of kit-item numbers to be used for this report. Follow the screen instructions.

Enter Up to 15 digits or use the option
 Example Press <F2> for *First* and *Last* at each field.

3. Group by level # ?

Kit-items are assigned level numbers. Refer to the [Kits](#) chapter.

To print the report with your kit-items grouped by their level numbers, answer Y. Otherwise, answer N and the kit-items are printed in order by item number.

Format One letter, either Y or N.
 Example Type:N, and then press <Enter>.

4. Level

If you answered N to the previous question, this field displays as (*Not applicable*) and may not be changed.

If you answered Y to the previous question, you may choose to what depth you wish to view the detail. For example, specifying a level of 3 means that components with a higher-numbered level do not appear individually on the report. They are summarized into a single level-3 component.

Enter the specific level number for the kit-items to be printed, or press <F5> to include *All* level numbers. Kit-items are grouped by level number.

Format One digit
 Example Not applicable in this example since N was entered in the previous field.

5. Vendor

The report can be restricted to kits purchased from a specified vendor.

Options

Enter the vendor number for the kit-items to be printed, or use the option:

<F5> To include *All* kits regardless of whether they have a vendor number
 Blank To include only those kits which do not have a vendor number.

6. Product category

Enter the product category for the kit-items to be printed, or use the option:

Options

You may also use the options:

<F5>	To include <i>All</i> kits regardless of whether they have a category
Blank	To include only those kits which do not have a category
Format	Five characters
Example	Press <F5>.

7. Product sub-category

Enter the product sub-category of the kit-items to be printed.

Options

You may also use the options:

<F5>	To include <i>All</i> kits regardless of whether they have a sub-category
Blank	To include only those kits which do not have a sub-category
Format	Five characters
Example	Press <F5>.

8. Cost to use

The cost for each kit component is calculated based on your entry for this field.

If Average, LIFO, or FIFO costing method is used, select A to use Average cost or R to use Replacement cost.

If Standard cost is used, select A to use average cost or S to use Standard cost.

Format	One character
Example	Type:A, and then press <Enter>.

Where-Used Report

This chapter contains the following topic:

[Selecting Where-used Report](#)

SELECTING WHERE-USED REPORT

The Where-used report selection enables you to view all the kits containing a specific component item (*or items*). It may also be used to identify items not used in any kit.

Select

Where-used from the *Reports, kits* menu.

The following screen displays:

Reports, kits (Where-used) XYZ Company

1. Starting item #
2. Ending item #
3. Vendor #
4. Product category
5. Product sub-category
6. Starting kit-item #
7. Ending kit-item #
8. Items to print

<F2> = "First"

Enter the following information:

1. Starting item # and

2. Ending item

Enter the range of item numbers for this report or press <F2> at each field for *First* and *Last*.

3. Vendor

Enter the vendor number for the items to be printed, or press <F5> for *All* vendors.

Format Up to six characters
Example Press <F5> for *All* vendor numbers.

4. Product category

Enter the product category for the items to be printed, or press <F5> for *All* product categories.

Format Up to five characters
Example Press <F5> for *All* product categories.

5. Product sub-category

Enter the product sub-category for the items to be printed, or press <F5> for *All* product sub-categories.

Format Up to five characters
 Example Press <F5> for *All* product subcategories.

6. Starting kit-item # and

7. Ending kit-item

Enter the range of kit-item numbers for this report. Follow the screen instructions.

Field numbers one through five define a set of inventory items to be printed on the report. You can further restrict the report according to the range of kit items in which these components are included.

Press <F2> at each field for *First* and *Last* kit item numbers.

8. Items to print

This selection determines the type of information printed on this report. Enter one of the following:

CODE	DISPLAYS AS	DESCRIPTION
1	Items used in kits	The range of items specified above are checked against the kit definitions for the range of kit-items specified. Each item that is used as a component of one or more kits is printed on the report, along with the kit-items for which it is a component.
2	Items not used in kits	The range of items specified above are checked against the kit definitions for the range of kit-items specified. Each item that is not used as a component of any kit is printed on the report.
3	All items	The range of items specified above are checked against the kit definitions for the range of kit-items specified. If the item is not used as a component of any kit, then <i>Not used in any kit</i> is printed for the item. Otherwise, the kit-items for which the item is a component are printed.

Work Order History

This chapter contains the following topics:

[Viewing Work Order History](#).....

[Printing Work Order History Reports](#).....

.....

VIEWING WORK ORDER HISTORY

The *Work Order History* selection enables you to print work orders after they have been closed.

If you choose no to *Use kits* in *Control information*, you may skip this chapter.

After a work order has been closed (using *Close work orders*), it may be viewed or printed using this selection. *Immediate* work orders that have been issued may also be viewed or printed using this selection.

If the component usage transactions and/or kit assembly transaction for the work order have not yet been posted (using *Inventory*), then some or all of the cost information may be omitted from the Work Order History Report. This information will appear on the report after you post those inventory transactions.

This selection applies to immediate work orders as well as to regular work orders. This is also available even if you have responded not to *Keep history* in *Control information*.

Work order history may also be purged using the *Work Order History Report*.

Select

Work order history from the *View* menu.

The following screen displays:

View (Work order history)			XYZ Company		
W/O-#	W/O-date	Kit-item-#	Description-1 Description-2	Quantity	Comp-dat
	Igt-date	Reference			
202	1/05/99	1000	Starter Tool Set Kit Item	10	1/05/99
203	1/21/99	1000	Starter Tool Set Kit Item	5	1/21/99
204	1/28/99	1000	Starter Tool Set Kit Item	10	1/28/99
205	6/25/99	1000	Starter Tool Set Kit Item	10	6/25/99

Use ↑ ↓, <PgUp>/<PgDn>, <Home>, <End>, <F5> = jump, <F6> = view comments

Enter the following information:

Up to five closed work orders display on the screen at one time. To scan through the closed work orders, use the keys as shown at the bottom of the screen (<PgUp>, <PgDn>, <Home>, and <End>).

Options

Other options are:

<F5> To jump directly to the W/O you wish to view, either

by W/O number or reference

<F6> To view comments entered for this W/O

<Esc> Press this key when you are finished viewing W/O history.

PRINTING WORK ORDER HISTORY REPORTS

Select

Work order history from the *Reports, kits* menu.

The following screen displays:

Reports, kits (Work order history) XYZ Company

1. Kit-item #
2. Starting work order #
3. Ending work order #
4. Starting completion date
5. Ending completion date
6. Stocking warehouse
7. Print detail or summary
8. Print or purge

<F5> = "All"

Enter the following information:

1. Kit-item

Enter a specific kit-item number to print just the work orders that were used to assemble that kit-item, or press <F5> for *All* kit items.

2. Starting work order # and

3. Ending work order

Enter the range of work order numbers to be printed on the report. Follow the screen instructions.

Format Up to six digits for each field.

Example Press <F2> to enter *First* and *Last* at each field.

4. Starting completion date and

5. Ending completion date

Work orders that were completed within the range of completion dates entered here are printed on the report. Follow the screen instructions.

Format MMDDYY for each field

Example Press <F2> to enter *First* and *Last* at each field.

Field numbers 6 and 7 appear as follows if you are using multi-warehousing:

6. Stocking warehouse

Work orders are printed on the report if their kit-items were assembled for this warehouse.

Options

Enter a warehouse or use one of the options:

- | | |
|---------|---|
| <F5> | For <i>All</i> warehouses |
| <Enter> | For the <i>Central</i> warehouse (if defined) |

Format Up to two characters

Example Press <F5>.

7. Print detail or summary

Enter either D to print a detail report, or S for a summary report.

The detail version of the report prints the quantity used for each component, along with the total cost for each component.

Format One letter, either D or S.

Example Type:D, and then press <Enter>.

8. Purge or print

Options

Use one of the following options:

- 1 To print the report without purging work orders from the Work Order History file.
- 2 To print the report and purge from the file the work orders selected by the above criteria.
- 3 To purge from the file the work orders selected by the above criteria, without printing the report.

Distributions to G/L Report

This chapter contains the following topics:

Introduction to G/L Distributions
Selecting Distributions to G/L
G/L Usage Notes

INTRODUCTION TO G/L DISTRIBUTIONS

This report shows you all the G/L activity (called G/L distributions) that has resulted from posting I/C transactions. In addition, you can purge (delete records from) the I/C Distribution file.

G/L activity resulting from transactions entered in other modules, such as Accounts Payable or Payroll, is not shown on this report. Those entries can be printed using the Distributions to G/L Report in the appropriate module.

The report contains eight sections:

1. Cost of Goods Sold
2. Liabilities
3. Inventory Value (Merchandise)
4. Inventory Value (Finished Goods)
5. Inventory Value (Raw Materials)
6. Inventory Value (Variance)
7. Inventory Value (Work in Process)
8. Miscellaneous Costs Applied

A total is printed for each account, and for each section.

If there is no G/L activity for a particular section, then that section will not be printed.

Within each section, distributions are summarized for each day in which transactions are entered. The date of the accounting transaction is used, not the date of posting.

Sections of the Distribution to G/L Report for which inventory accounts have not been defined are not printed:

For example, you only use merchandise inventory in your business. The sections for finished goods, raw materials, and work in progress will not be shown.

The *Variance* report section appears only if you use the Standard Cost valuation method, and only when postings have occurred to the two variance accounts specified in *Control information*.

SELECTING DISTRIBUTIONS TO G/L

Select

Distributions to G/L from the *Reports* menu.

The following screen displays:

Reports (Distributions to G/L) XYZ Company

1. Starting account #

2. Ending account #

3. Starting date

4. Ending date

5. Purge file ?

<F2> = "First"

Enter the information as follows:

1. Starting account # and

2. Ending account

Enter the range of account numbers for this report.

Example Press <F2> at each field.

3. Starting date and

4. Ending date

Enter the range of transaction dates for this report. Follow the screen instructions.

Format MMDDYY

Example Press <F2> for the Earliest and Latest dates for both fields.

5. Purge file ?

Answer Y to purge the file after printing the report, or answer N if you do not wish the file to be purged.

Entry here is allowed only if you entered *First* to *Last* for the range of account numbers (in field #'s 1 and 2 above). Otherwise, *Purge file ?* displays (Not applicable). The reason for this is that purging only some accounts would put the I/C Distributions to G/L file out of balance. This is true, whether General Ledger is interfaced or not.

In a multi-user environment, do not purge distributions while another user is posting sales transactions or cash receipts, or is posting invoices from Order Entry.

If G/L is not installed and you answer Y to *Purge file?*, all distributions within the date range will be purged after the report is printed.

Format One character, either Y or N.

Example Type N.

If G/L is installed and you answer Y to *Purge file?*, field # 6 appears:

6. Dists to purge

This field appears only if G/L is interfaced and you have answered Y to the previous field.

Enter 1 to purge all distributions within the date range entered above, regardless of whether they have already been interfaced to G/L.

Enter 2 to purge only those distributions that are within the date range and that have already been interfaced to G/L.

If you selected to purge, there is a period of processing while the file is being purged.

G/L USAGE NOTES

Two situations arise: If you are using or not using General Ledger. These are described below.

General Ledger not used

The *I/C Distributions to G/L Report* lists the debits and credits that must be entered into your manual ledger.

You should print out this report at the end of each accounting period after all I/C transactions for the period have been entered and posted.

Backup your data files and then print this report for all accounts. Specify a date range from *Earliest* to the date that is the end of your accounting period. Specify that the file should be purged. By purging the distributions that are printed on the report, the only distributions remaining in the file (if any) will be those that apply to the future accounting periods.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*.

If a system failure occurs while printing the report and purging the file, restore the backup and repeat the procedure.

General Ledger Used

The *I/C Distributions to G/L file* contains debits and credits (created by I/C transactions) that must be transferred to General Ledger.

The distributions are actually transferred using the *Get distributions* selection from the G/L menu, and then specifying that you want to get distributions from the I/C module. Refer to the *Get Distributions* chapter in the G/L User Manual.

Printing Considerations

Prior to running *Get distributions*, you should print the *I/C Distributions to G/L Report* for all accounts. Specify a date range from *Earliest* to the date that is the end of your accounting period.

Do not specify to purge the file.

If you purge distributions before transferring them to G/L, you must enter the distributions manually in G/L (using *General journal*).

The purpose of printing this report prior to transferring the distributions to G/L is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may wish to print the report to disk and then obtain a printed copy using the *Print reports from disk* selection.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they

are copied to the General Journal Transaction file. If a power failure (and computer crash) should occur while running *Get distributions*, restore your backup and repeat the procedure.

After *Get distributions* has been run, you may then print a General Journal Entry Edit List and compare this report with the I/C Distributions to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged the I/C Distributions to G/L file in a previous period, then the reports will not be comparable.)

Alternative procedure

An alternative procedure is listed below:

STEP	DESCRIPTION
1	<i>Back up</i> your data files.
2	Run <i>Get distributions</i> , specifying that distributions are not to be purged.
3	Run <i>Distributions to G/L Report</i> , specifying to purge the file and only interfaced distributions are to be purged.
4	Print the <i>General Journal Entry Edit List</i> . The debits and credits printed on the edit list should be comparable to the debits and credits on the I/C Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the I/C Distributions to G/L file in a previous period, then the reports will not be comparable.

If you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the same distribution from I/C to G/L more than once, because *Get distributions* prevents this.

Therefore, if after step 2 in the alternate procedure, you discover additional I/C distributions for the accounting period that have not yet been entered into Inventory Control, simply enter and post these transactions in I/C, and repeat the alternate procedure starting with step 1.

Account not on file

When printing this report, it is possible to get an ****Account not on file**** message with an accompanying account number and distribution amount. This occurs when an amount has been distributed to a valid General Ledger account that is not in the Valid G/L Accounts file.

If you get this message, you should trace the missing account name and re-enter it in the Valid G/L Accounts file, using the *Valid G/L accounts* selection. If you are using General Ledger, ensure the account number also exists in the Chart of Accounts file in that module.

If distributions have been made to an invalid account, one that you do not intend to set up, print and purge the Distribution to G/L Report as usual. If you are using General Ledger, allow the invalid account to interface and then correct the invalid account and distribution using the General journal selection in General Ledger.

In any event, determine the source of the invalid account number, make the entry to the proper account number, and take steps to ensure that the invalid number cannot be used again.

If you encounter any problems in tracing the erroneous entry (amount, where it came from, where it should go, etc.), you may wish to use the printout from the previous accounting period as a guide. This will show you the accounts you usually post to, the amounts, etc.

Comparing the current report to the previous report line by line should isolate the error.

If the above procedure fails, calculate and reconstruct the postings manually and then compare these figures to the figures on the printout.

Close a Period

This chapter contains the following topics:

[Introduction to Close a Period](#).....

[Selecting Close a Period](#).....

.....

INTRODUCTION TO CLOSE A PERIOD

Use this selection to clear the *period-to-date* fields in the Status file. Specifically, the quantities or amounts in the following fields will be set to zero:

- Quantity sold PTD
- Quantity used PTD
- Quantity returned PTD
- Sales PTD
- Costs PTD

Additionally, if prior period information is being retained in the Status file, then the oldest period is deleted and the period being closed becomes the most recent *prior period*.

You may also clear the year-to-date fields as explained below.

You must close at the end of the designated period, as defined by you. There is no grace period.

Prerequisites for Closing Periods

Prior to running this selection, you should ensure that you have posted all inventory transactions for the current period. Then you should print all needed inventory reports and any sales analysis reports (if you are using Sales Analysis) in order to obtain a permanent record of the final period-to-date figures (and corresponding year-to-date figures) for your inventory items.

The term *period* as used here, may either be your accounting period, or you may choose a longer or shorter time. For example, you could run this selection and close I/C each week. In this case, the period-to-date figures on the inventory and sales analysis reports would be weekly figures. Alternatively, you could close I/C once a quarter, in which case the period-to-date figures would be quarterly figures. If you are using S/A comparatives, then in I/C you must use the last day of the month as your closing date as S/A can only pull in data for one month at a time.

You may define your period in I/C as your accounting period or some other time period. Closing a period in I/C has no effect on General Ledger. The interface between I/C and G/L is through the G/L *Get distributions* selection, described in the G/L User documentation. Also refer to the chapter [Distributions to G/L Report](#) chapter.

The *current period* in I/C is determined by the *Current period end date* in *Control information*. If you post inventory transactions that are dated after this date, they will not appear in the period-to-date totals.

When you run this selection, the following occurs:

1. The period being closed becomes the most recent prior period. If necessary, the oldest prior period information is removed.

2. The current period ending date in the I/C Control file is set to the ending date of the new period.
3. Average quantity on hand is calculated for each item at each warehouse at which it is stocked. Refer to [Control Information](#) chapter for more information on the calculation.

Ensure that all necessary accounting operations, including printing all reports are completed, before proceeding.

If you are using the Passport Sales Analysis application, the sales analysis reports must be run before running *Close a period*. This is because information needed for these reports will be completely cleared by this function.

If this is the end of the year, this current period and date will become the default *Prior fiscal year-end* date for the new period in *Control information*.

If you are using this User documentation as an instructional tool, skip this function and follow the examples in the Sales Analysis documentation, if Sales Analysis is being used. Then return to the I/C User documentation to run *Close a period*.

SELECTING CLOSE A PERIOD

Select

Close a period from the I/C menu.

The following screen displays:

```
Close a period                                XYZ Company
      Closing out the period ending on 1/31/00 .

This function resets the period-to-date data in the Status file.

The quantity figures in the prior period fields will be shifted back one
period, and the corresponding current period-to-date fields will be placed
in the most recent prior period.  Quantity sold, quantity returned,
quantity used, sales, and cost period-to-date will be reset to zero.

If any sales or credit memos have been posted with a transaction date
extending beyond the current period ending date shown above, the
accumulated amounts of these transactions will be placed in the current
period-to-date fields for the new period.

Please enter the ending date of the new period 

Is 1/31/00 also the year ending date ?

<F2> = 2/29/00
```

Enter the *ending date* of the new period.

If the period is the last period in your accounting year, answer Y to the question: *Is (date) also the year ending date ?*. Otherwise, answer N.

If you are using Sales Analysis, the sales analysis reports should be run before running *Close a period*. This is because information needed for these reports is cleared by running this selection.

After you answer Y to *Are you sure ?*, the *period-to-date* fields, *average quantity on hand*, and *prior period* fields are updated as described at the beginning of this chapter.

Purging Serial Numbers

This chapter contains the following topic:

[Purging Serial Numbers](#).....

PURGING SERIAL NUMBERS

Use this selection to purge (remove) sold serial numbers from the Serial file, and to print a report showing the serial numbers that will be purged from the file.

You should run a purge as necessary to conserve disk space. Disk space is not regained unless records are physically removed by running the File Recovery Utilities selection to *Export* and then *Restore from export* the Serial file. Refer to *PBS Administration* documentation for using the File Recovery Utilities.

Select

Purge serial numbers from the *Utility* menu.

The following screen displays:

Utility (Purge serial numbers) XYZ Company

1. Starting item number
2. Ending item number
3. Invoice cut-off date
4. Warranty cut-off date
5. Purge file ?

<F2> = "First"

Enter the information as follows:

1. Starting item number and

2. Ending item number

Enter the range of item numbers of the serialized items to be included in the purge or press <F2> at each field for First and Last. Follow the screen instructions.

Format Up to 15 digits or use the option
Example Press <F2> for the *First* and *Last*.

Only sold serial numbers in the specified range of item numbers are purged.

3. Invoice cut-off date

Enter the last invoice date for which sold serial numbers are to be purged, or press <Enter> to use the System date.

Format MMDDYY
Example Press <Enter> to accept the System date.

All sold serial numbers with invoice dates after the cut-off date entered here are left on file.

4. Warranty cut-off date

Enter the last warranty date for which sold serial numbers are to be purged, or press <Enter> to use the System date.

Sold serial numbers are left on file if the warranty is after the cut-off date entered here.

Format MMDDYY

Example Press <Enter> to accept the System date.

5. Purge file?

Answer Y if you want to have the sold serial numbers purged from the Serial file. The *Serial File Purge Audit List* prints automatically if you answer Y.

Answer N if you wish to print a report and examine the serial numbers before they are purged. The *Serial File Purge Review List* is printed and no purging takes place.

If you answered Y to *Purge file?*, the program then purges from the Serial file all sold serial numbers with invoice dates and warranty dates that are dated before the respective cut-off dates for the specified range of item numbers.

Format One letter, either Y or N. The default is N.

Example Press <Enter> for the default.

The *Serial File Purge Review List* is printed, showing detailed information on every serial number that would be removed from the file.

Purging Inactive Items

This chapter contains the following topic:

[Selecting Purge Inactive Items](#).....

.....

.....

.....

SELECTING PURGE INACTIVE ITEMS

Use this selection to purge (*remove*) a group of inactive items from the Item and Status files, or to print a report showing the items that would be purged from the files.

An inactive item is one with no quantity on hand, quantity committed, quantity on order, quantity on back order, or quantity on work orders in any warehouse. In addition, the *quantity* and *sales period-to-date* and *year-to-date* for the item must be zero. Furthermore, the item cannot be a kit-item or component-item.

When an inactive item is purged using this selection, its associated alternate item number information, notes, prices, and keywords are also purged from their respective files.

You may also use the *Items* selection to delete inactive items, one at a time.

You may purge as needed to eliminate inactive items and regain disk space. (Disk space is not regained unless the records are physically removed by running the *File recovery utilities* selection to *Export* and then *restore from export* the Item and Status files. Refer to the *PBS Administration* documentation for more information.)

Select

Purge inactive items from the *Utility* menu.

The following screen displays:

Utility (Purge inactive items) XYZ Company

1. Starting item #

2. Ending item #

3. Inventory acct #

4. Vendor #

5. Product category

6. Product sub-category

7. Last sale cut-off date

8. Print or purge ?

<F2> = "First"

Enter the information as follows:

1. Starting item # and

2. Ending item

Enter the range of item numbers to be included in the purge or press <F2> in each field for *First* and *Last*. Follow the screen instructions.

Format Up to 15 digits or use the option

Example Press <F2> for *First* and *Last*.

3. Inventory acct

Enter the inventory account for which to purge items.

Options

You may use one of the options:

- <F1> For next inventory account on file
- <SF1> For the previous inventory account on file
- <F2> For the default inventory account
- <F5> For *All* inventory accounts

4. Vendor

Enter the vendor number to purge items for only one vendor, or press <F5> to include items for *All* vendors.

- Format Up to six digits or use the option
- Example Press <F5> for *All vendors*.

5. Product category

Enter the category to purge items for only one product category, or press <F5> to include items for *All* product categories.

- Format Up to five digits or use the option
- Example Press <F5> for *All categories*.

6. Product sub-category

Enter the sub-category to purge items for only one product sub-category, or press <F5> to include items for *All* sub-categories.

7. Last sale cut-off date

Enter the last sale date of the inactive items to purge, or press <F2> for the *Earliest* cut-off date.

Only items with a *Last sold on* date on or before the date entered here are included.

If you enter *Earliest* for the sale cut-off date, an additional field appears:

Purge items never sold?

Answer Y to include items that have never sold (*Last sold on* date of *None*). Answer N to exclude items with a *Last sold on* date of *None*.

- Format One letter, either Y or N. The default is N.
- Example Press <Enter> to accept the default.

8. Print or purge ?

Options

Use one of the following options:

- 1 To print a report showing the inactive items that would be purged
- 2 To purge the file without printing a report
- 3 To print a report, and to purge the inactive items

If you selected to purge the file, a screen then appears showing the files from which information will be deleted.

Prior to proceeding, you should ensure that you have a backup of these files. When you are ready to continue, answer Y to the question *Are you sure you wish to do this?*

If you select to print the report only, the Inactive Items Purge List is printed, showing information on every item that would be removed from the file. If you select to *print and purge the file*, the Inactive Items Purge Log is printed, prior to the items being purged.

If you select to *purge items*, the program purges from the Item, Status, and Serial files all inactive items with *Last sold on* dates on or before the cut-off date specified. Alternate item information, special prices (warehouse-specific, sale prices, or contract prices), keywords, bar codes or notes that are defined for the purged items are also removed.

Purge Inventory History

This chapter contains the following topic:

[Selecting Purge Inventory History](#).....

.....

.....

SELECTING PURGE INVENTORY HISTORY

Use this selection to purge inventory history.

Maintaining inventory history has no significant detrimental effect on the system. However, you may choose to purge your inventory.

The purge creates balance forward records for all items and warehouses. For this reason you may want to select a purge cut-off date on the last day of the fiscal year.

You may purge to eliminate no longer needed history. If you purge to conserve disk space, you should know that disk space is not regained unless the records are physically removed by running the *File recovery utilities* selection to *Export* and then *restore from export* the Inventory history file. Refer to the *PBS Administration* documentation for more information.

Select

Purge inventory history from the *Utility* menu.

The following screen displays:

Purge (Inventory history) XYZ Company

1. Cut-off date

3. Starting item-#

4. Ending item-#

5. Category

6. Sub-category

<F2> = "Latest"

Enter the information as follows:

1. Cut-off date

Enter the last date of the inventory history to purge, or press <F2> for the *Latest* cut-off date.

Only history records with a date on or before the date entered here are included.

Format MMDDYY
Example Type 060199

2. Starting item-# and

3. Ending item-#

Enter the range of item numbers to be included in the purge or press <F2> in each field for *First* and *Last*. Follow the screen instructions.

Format Up to 15 digits or use the option

Example Press <F2> for *First* and *Last*.

4. Category

Enter the category to purge items for only one product category, or press <F5> to include items for *All* product categories.

Format Up to five digits or use the option

Example Press <F5> for *All categories*.

5. Sub-category

Enter the sub-category to purge items for only one product sub-category, or press <F5> to include items for *All* sub-categories.

Format Up to five digits or use the option

Example Press <F5> for *All sub categories*.

Field number to change ?

Make any changes or select <Enter> to continue.

Are you sure you wish to do this ?

Prior to proceeding, you should ensure that you have a backup the entire IC module by copying the ICxx directory with the xx representing the company number. When you are ready to continue, answer **Y** to the question **Are you sure you wish to do this?**. If you are not sure, then select **N**.

If you select to purge inventory history, the program purges from the Inventory history file all inactive items with dates on or before the cut-off date specified.

Technical Notes

This appendix contains the following topics:

[Sorting Sequences](#).....

[General Sorting Sequence](#).....

.....

SORTING SEQUENCES

Lists that can be printed, such as a list of vendors or a list of customers, are sorted by your computer based on the sequence of the American Standard Code for Information Interchange (ASCII).

In the following table, the sequence (*the order in which characters are sorted*) starts at the upper left character (space), then down that column, then down the next, and so on until the end (DEL)

Starts Next
here column

(space)]		
!	-		F				
	.	;	G		_		w
	/		H		,		
\$	0		I		a	m	y
%	1				b	n	z
&	2	?	K		c	o	{
,		@	L		d	p	
(M	Y	e	q	}
)					f		
*	6					s	DEL
+	7					t	

Ends
here

GENERAL SORTING SEQUENCE

The general sequence is as follows:

1. Special characters
2. Numerals
3. Uppercase letters
4. Lowercase letters

As an example, refer to the table in the [Sorting Sequences](#) section and determine the reason entry **#900** would print out on a list before the entry **100**.

(It is because the character “#” appears before the character “1”.)

Similarly, the entry **_ZEBRA** (with the first character being a blank space) prints out before **ANTELOPE**. This is because “_” (space) precedes “A” in the ASCII sorting sequence.

Sorting normally presents no problems. But you should be aware of the ASCII sequence, especially if you intend to combine alphabetic and numeric characters (for example, if you identify four different vendors as A, B, 100, 200).

Also consider the sorting sequence when you select the *range* of items you want to print. For example, you have placed the character, “#”, before the name of each executive in your company. Because “#” appears before alphabetic characters, a list of your executives would appear before other employees whenever you requested an alphabetic listing of all employees.

If you wished a list of only the executives, you would select as a “range”: **#AAA to #ZZZ**.

However, if you wanted to print out of *all* employees, you could not select **“AAA” to “ZZZ”**, as your executives would not be listed (refer back to the ASCII sort sequence).

Some programs have an option to select either a numeric or alphabetic listing of items. Note that the ASCII sequence is still followed in both cases. For example, if you request an alphabetic listing of vendors, the sequence might be:

1. 21st Century Corp.
2. Acme Office Supply
3. Red Line Freight
4. Wells Fargo Bank

Because numbers precede letters in the ASCII sorting sequence, “2” has preceded “A” on the printout.

If you request a numeric listing of vendors, your list might read:

#999

000100

000200

000300

ABC

DEF

In the above example, the character “#” appears first, numbers appear next, and alphabetic characters are last.

Cost Inventory Methods

This appendix contains the following topics:

<u>Introduction to Costing Inventory Methods</u>
<u>Average Cost Method</u>
<u>Standard Cost Method</u>
<u>Comparison of Methods</u>

INTRODUCTION TO COSTING INVENTORY METHODS

The cost of purchased goods for inventory varies during the year. When identical items are bought and sold, it is difficult to determine which items have been sold and which are still in inventory. Therefore, to cost inventory, it is necessary to make assumptions about the order in which items were sold.

Because the assumed order of sale may not be the actual order of sale, it is really an assumption about the flow of costs rather than the flow of goods.

Several assumed cost flows are acceptable in accounting practice. Inventory Control allows you to choose from four generally accepted methods:

1. Average Cost
2. Standard Cost
3. First-in, First(FIFO)
4. Last-in, First(LIFO)

If desired, the serial (real) cost method can be used for serialized items in conjunction with the average cost method.

To illustrate these four methods, the following data for the month of July will be used:

Inventory Data, July 31

July	1	On hand	100 units at \$1.00	\$100
	7	Purchased	100 units at \$1.20	\$120
	7	Purchased	100 units at \$1.21	\$121
	15	Purchased	100 units at \$1.30	\$130
	26	Purchased	100 units at \$1.40	\$140
Totals			500 units	\$611
Sales			280 units	
On hand July 31			220	

The important data for the four examples which follow is the sale of *280 units*. The inventory is relieved of (*reduced by*) these 280 units. The examples show how inventory is relieved of these 280 units and a chart compares these four methods in terms of the value of closing inventory and the amount of profit.

AVERAGE COST METHOD

Under the Average Cost method, the cost of inventory is the total cost of inventory on-hand at the beginning of the period, plus the cost of all goods purchased during the period, valued at the average cost of these goods.

Average Cost

Total cost of goods on-hand divided by total quantity of goods expressed as some unit.

Inventory Control also allows the *actual* costs of individual serialized items to be tracked when the average cost method is used.

Serial Cost

The *real* cost of an individual serialized item.

Average Cost is updated each time items are received into inventory. If serial costs are being used, the average cost is also recalculated when a serialized item is sold, when a Move In or Move Out serial transaction is posted, and when an inventory adjustment is made (adjustment transaction), using the serial number's serial cost.

Inventory, July 31

July	1	Inventory	100 units at \$1.00	\$100
	7	Purchased	100 units at \$1.20	\$120
	7	Purchased	100 units at \$1.21	\$121
	15	Purchased	100 units at \$1.30	\$130
	26	Purchased	100 units at \$1.40	\$140
Totals			500 units	\$611

Average unit cost: \$611 / 500 =	\$1.22
Ending inventory: 220 units at \$1.22 =	\$268
Cost of goods available for sale	\$611
Minus July 31 inventory	\$268
Cost of goods sold	\$343

If you are using Serialized Unit Costing, the true unit cost is used for accounting purposes instead of the Average Cost. Refer to the *Serial Inventory* chapter.

STANDARD COST METHOD

Standard Cost is an inventory valuation system which highlights price variance at the time of purchase. It is designed to assist wholesalers and distributors in assigning profit responsibility between the Purchasing and the sales departments.

In the Standard Cost method, the cost of each item is set and is not changed by the sale or receipt of items. It is only changed by a definite decision and action by you to change it. The actual cost (*purchase price*) of inventory is automatically at Average Cost.

Standard Cost

Cost is set by you and only changed by reentering a new Standard Cost.

The easiest way to think of Standard Costing is that you set the cost of an item in the Item File. This becomes the target you set for the purchasing department. You also set the target (with mark up) for the sales department (to determine their portion of the responsibility for profit on an item). Variances (\pm) from that cost are thereafter tracked, and these variances may be printed on reports.

Inventory, July 31 - Standard Cost Method

Standard cost is set by management at \$1.218

July	1	Inventory	100 units at \$1.00	\$100
	7	Purchased	100 units at \$1.20	\$120
	7	Purchased	100 units at \$1.21	\$121
	15	Purchased	100 units at \$1.30	\$130
	26	Purchased	100 units at \$1.40	\$140
Totals			500 units	\$611 (Actual)

500 units x 1.218 = \$609 (standard cost) + \$2 (variance) + \$2 (purchase variance)

Average unit cost: $\$611 \div 500 = 1.22$

Cost of goods sold (280 units x \$1.218) = \$341

This shows that the Purchasing department bought the goods at \$2.00 above the set Standard Cost.

LIFO Method

LIFO

The LIFO (*Last in, First out*) method is based on the assumption that the most recently purchased units are sold first.

LIFO assumes that the cost of the last items purchased should be assigned to the first items sold, and that the cost of the ending inventory consists of the cost of the merchandise purchased earlier.

FIFO Method

FIFO

The FIFO (*First in, First out*) method is based on the assumption that the oldest (*first into inventory*) items in stock are sold first.

FIFO assumes that the cost of the first items acquired should be assigned to the first items sold. The cost of goods on hand at the end of a period are assumed to be from the most recent purchases.

To understand the LIFO and FIFO methods, assume that you have a computer file on all items received. For each shipment received, the quantity and the unit cost of that item is input into the computer. The computer would contain a cost history of all items in inventory. LIFO/FIFO cost histories develop in what are called *layers*.

LIFO assumes that the last (*most recent*) item put into inventory is the first to be sold, or relieved from the computer's *Layer File*.

It is as if all receipts are dumped into a barrel, and the top ones are sold first. Each new shipment is dumped on top and then sold off before the older items, which are at the bottom of the barrel.

The FIFO method assumes that the earliest items (oldest items in stock) are sold first. You are receiving items into the bottom of the barrel, then selling the items from the top of the barrel. The computer's Cost History File is relieved of the earliest (*first*) items on file, rather than the latest as in the LIFO method.

LIFO Layers

Inventory, July 31 - LIFO Method

July	26	Purchased	100 units at \$1.40	\$140
	15	Purchased	100 units at \$1.30	\$130
	7	Purchased	100 units at \$1.20	\$120
	7	Purchased	100 units at \$1.21	\$121
	1	Inventory	100 units at \$1.00	\$100
Totals			500 units	\$611

Note

If there are two receivings for an item on a given date, and if the two costs vary, then the lower of the two costs is assumed to be the later layer.

For LIFO the last layer to be received (July 26) is referred to as the top layer, and the total cost history consists of five layers. (To simplify, we are assuming that the July 1 *Inventory* is a single purchase).

When sales occur, the layers are relieved from the top down (LIFO), and the cost of the sale is determined from the layers relieved, as follows.

For example, if 280 units are sold:

100 units at \$1.40 = \$140

100 units at \$1.30 = \$130

80 units at \$1.20 = \$96

Cost of goods sold

After the sale, the remaining LIFO layers would look like this:

July 7	20 at \$1.20	\$24	
	7	100 at \$1.21	\$121
	1	100 at \$1.00	\$100
Ending inventory, July 31			\$245

The remaining layers represent the ending inventory for July 31. Another method of calculating is:

Cost of goods available for sale	\$611
Less July 31 inventory	\$245
Cost of goods sold	\$366

For FIFO, the layers develop in the reverse order of LIFO.

Inventory, July 31 - FIFO Method

July 1	Inventory	100 units at \$1.00	\$100
7	Purchased	100 units at \$1.21	\$121
7	Purchased	100 units at \$1.20	\$120
15	Purchased	100 units at \$1.30	\$130
26	Purchased	100 units at \$1.40	\$140
Totals		500 units	\$611

Note

* If there are two receivings for an item on a given date, and if the two costs vary, then the lower of the two costs is assumed to be the later layer.

The earliest purchases make up the top layers. When sales occur, the layers are relieved from the top down (FIFO). The cost of the sale is determined from the layers relieved, as follows:

100 units at \$1.00 = \$100
 100 units at \$1.20 = \$120
 \$97
 Cost of goods sold = \$317

The resulting FIFO layers would look like this:

July			\$24
	15	100 at \$1.30	\$130
	26	100 at \$1.40	\$140
Ending Inventory, July 31			\$294

The remaining layers represents the closing inventory for July 31.

Another method of calculation is shown below:

Cost of goods available for sale
 Less July 31 inventory
 Cost of goods sold

COMPARISON OF METHODS

The following four methods of pricing inventory have now been illustrated: Average, Standard, LIFO, and FIFO. All four methods are based on assumptions regarding the flow of costs.

The following is a comparison that shows the effects of the four methods on net income, using the same data as before and assuming sales during July of \$500.

	AVERAGE COST	STANDARD COST	LIFO	FIFO
Sales	\$500	\$500	\$500	\$500
Cost of goods sold				
Beginning inventory	\$100	\$122 (std.)	\$100	\$100
Purchases	\$511	\$487	\$511	\$511
Cost of goods available for sale	\$611	\$609	\$611	\$611
Less ending inventory	\$268	\$268 (std.)	\$245	\$294
Cost of goods sold	\$343	\$341	\$366	\$317
Gross profit on sales	157	\$159	\$134	\$183

Assuming that costs are inflating, LIFO (which charges the most recent and therefore highest cost of goods sold) results in the lowest net income (and the lowest ending inventory value).

For this example, FIFO (which charges the earliest and therefore lowest cost of goods sold) produces the highest net income (and the highest ending inventory value).

Under average cost, the net income and value of ending inventory are between those computed under LIFO and FIFO, reflecting the leveling effect of Average Costing.

During a period of deflation, the reverse effect would occur under LIFO and FIFO (with LIFO showing a higher net income than FIFO).

The outline on page [{paranumonly\[ChapterTitle,AppendixTitle\]}-531](#) is also presented as an opinion on average, standard, LIFO, and FIFO.

VALUE METHOD CONSIDERATIONS

You need to consider various options when selecting a valuation method for Average, Standard, LIFO, or FIFO methods.

Average Cost

What is it

Perpetual average cost flow assumption.

Benefits

1. Second easiest (to FIFO) to audit/review.
2. Saves data file space when there's large number items. If there are a large number of inventory items, the average cost method is a feasible option (getting more disk space is another option).
3. The Cost figure for ending inventory is influenced by all prices paid during the year and thus tends to level effects of cost increases/decreases during year.

Comments

1. No Detail is kept on each transaction.
2. During times of rising prices, this method can cause higher taxes. Refer to *Comments* under LIFO.
3. Values inventory based on a generally accepted accounting method.

Standard Cost

What is it

Modified standard cost system that highlights purchase price variance at time of purchase. This method automatically uses the perpetual average cost flow assumption described above.

Benefits

1. Can provide distributors & wholesalers with information to identify profit responsibility between purchasing/sales departments.
2. Purchase variance clearly identified.

Comments

1. Most time and effort to audit and review.
2. No detail on each transaction is maintained.

LIFO

What is it

Perpetual, specific goods, LIFO cost flow assumption.

Benefits

1. Cost of sales kept closest to replacement costs.
2. Always keeps inventory at LIFO cost.
3. Prevents reporting excessive profits during times of rising prices. Under FIFO or average cost methods, profit is overstated because inventory must be replaced at new, higher prices. Note, that FIFO can be manually adjusted at year end to dollar value LIFO, giving operational advantages of FIFO with tax advantages of LIFO. Consult your accountant.

Comments

1. Detail is maintained on each transaction.
2. Because of the perpetual updating of costs, you cannot build up significant LIFO layers as you could with FIFO and made a periodic dollar value LIFO adjustment.
3. More is involved in audit and review because many small layers can be built.
4. Uses more computer disk storage space.
5. Values inventory based on a generally accepted accounting method.

FIFO

What is it

Perpetual, specific goods, FIFO cost flow assumption.

Benefits

1. Easiest to audit or review of the four methods.
2. Errors are easily identified and corrected.
3. Keeps your inventory value close to replacement value.
4. Easiest to use of all four methods.

Comments

1. The detail is sufficient for easy manual entry at year end to express the financial statement values at dollar value LIFO (on a periodic basis). This gives the benefit of reporting lower profit when prices rising. For a full explanation of this, consult your accountant.
2. Values inventory based on a generally accepted accounting method.
3. Uses more storage space on the computer disk.

LIFO/FIFO Cost Valuation

This appendix includes the following topics:

<u>Introduction to LIFO/FIFO Cost Valuation</u>
<u>Receivings</u>
<u>Credit Memos</u>
<u>Distributions to General Ledger</u>

INTRODUCTION TO LIFO/FIFO COST VALUATION

This appendix provides additional information on inventory transaction processing under LIFO, FIFO, or Standard Cost inventory valuation. It should be used in conjunction with the chapter titled Inventory Under Average Cost.

Prior to reading this appendix, read the chapter titled Inventory Under Average Cost. If you are using the LIFO, FIFO or Standard Cost valuation method, *do not* enter the examples in the chapter. Instead, return to this appendix to enter the examples shown here and to learn about the differences in inventory processing when using the LIFO, FIFO, or Standard Cost valuation methods.

Information specific to entry of fields when using LIFO, FIFO, or Standard Cost valuation methods is presented for each transaction type in Special Notes on Fields.

RECEIVINGS

Enter the information shown below for a receiving. The first serial number being received is also shown.

Inventory (Enter)		XYZ Company	
1. Item #	4	Saw, 2hp 7 1/4" Circular	
Warehouse	1 Main		
2. Type	Receiving	Serial numbers	3
Quantity avail	166	Serial #	DS4557
Top layer LIFO cost	18.00	New/Used	New
Top layer LIFO qty	1	P.O. #	155214
Location		Source	106021
3. Transaction date	9/03/04	Reference	
4. Document #	R1	Any change ?	<input type="checkbox"/>
5. Quantity received	3	12. New location	
6. Actual cost	194.40	13. Comment	
7. New price-1	354.00		
8. New price-2	327.00		
9. New price-3	310.00		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			

LIFO/FIFO Field Notes

Top layer LIFO cost

With a FIFO inventory, this position displays FIFO cost. The cost displayed is from the top layer in the LIFO/FIFO history. Unposted transactions do not affect the LIFO/FIFO layers until they are actually posted.

The screen above displays (no LIFO layers) because no transactions have been posted yet.

When Standard Cost inventory valuation is used, this position displays the Standard Cost for this item (from the Item file).

Top layer LIFO qty

With a FIFO inventory, this position displays FIFO quantity. The quantity displayed is the number of units available at the displayed LIFO cost (or FIFO cost). This shows the number of units currently available at that cost as of the last posting.

If LIFO or FIFO layers do not exist, this line shows *Replacement cost*, instead of the LIFO/FIFO units available.

When Standard Cost inventory valuation is used, this position displays the Average Cost for this item (found in the Item file).

5. Quantity received

A negative quantity is not allowed under LIFO/FIFO valuation.

Format 99,999,999.99999

6. Actual cost

If you are using the Standard Cost method, enter the actual cost and not the Standard Cost. Any variance (difference) between these costs will be reported to you on the Inventory Transaction Register, and the variance will be posted to the purchasing variance account (specified in Control information).

Format 99999999.99999

Make changes to the serial number information as usual. The serial fields then clear for entry of the next serial number. Press <Esc> at *Serial #* when completed entering the serial numbers for the receiving.

Example Enter serial numbers DS4558 and DS4559 to complete this receiving. Press <F2> at *New/Used* for each to default the other fields to the same entries as the prior serial number.

To build up some inventory layers, enter the receivings on the next two screens:

Inventory (Enter)		XYZ Company Saw, 2hp 7 1/4" Circular	
1. Item #	4	Serial numbers	
Warehouse	1 Main	Serials to add:	2
2. Type	Receiving	Serial #	DS5001
Quantity avail	166	New/Used	New
Top layer LIFO cost	18.00	P.O. #	155215
Top layer LIFO qty	1	Source	106021
Location		Reference	
3. Transaction date	9/03/04	Any change ?	<input type="checkbox"/>
4. Document #	R1	12. New location	
5. Quantity received	3	13. Comment	
6. Actual cost	194.40		
7. New price-1	354.00		
8. New price-2	327.00		
9. New price-3	310.00		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			

Inventory (Enter)		XYZ Company Saw, 2hp 7 1/4" Circular	
1. Item #	4	Serial numbers	
Warehouse	1 Main	Serials to add:	1
2. Type	Receiving	Serial #	DS5006
Quantity avail	166	New/Used	New
Top layer LIFO cost	18.00	P.O. #	155214
Top layer LIFO qty	1	Source	106021
Location		Reference	
3. Transaction date	9/03/04	Any change ?	<input type="checkbox"/>
4. Document #	R1	12. New location	
5. Quantity received	3	13. Comment	
6. Actual cost	194.40		
7. New price-1	354.00		
8. New price-2	327.00		
9. New price-3	310.00		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			

LIFO/FIFO cost histories develop in layers. The receivings you have just entered will create the following LIFO layers.

Inventory, March 16

March 16	Receivings	1 Lathe at \$194.70
March 10	Receivings	1 Lathe at \$194.10
March 7	Receivings	3 Lathes at \$194.40

Because this is the LIFO costing method, the last (*most recent*) purchase of lathes has become the *top layer* and will be the first inventory relieved when a sale is made.

Example Exit the Enter screen, print an Inventory Transaction Edit List, and post the receivings. Return to the *Inventory (Enter)* selection and this point in the user manual when posting completes.

Sales

Enter the following sale to further illustrate how LIFO layering works, using the *Inventory (Enter)* screen.

Inventory (Enter)		XYZ Company Lathe, wood	
1. Item #	9	Serial numbers	
Warehouse	1 Main	Serials to add: 1	
2. Type	Sale	Serial #	DS4557
Quantity avail	10	New/Used	New
Top layer LIFO cost	42.39	P. O. #	R1
Top layer LIFO qty	3	Source	100
Location		Invoice #	916520
3. Transaction date	9/08/04	Customer #	100
4. Document #		Warranty	MUHL
5. Quantity sold	1	No warranty for product	
6. Price for EACH	62.00	Reference	Neptune Underwater
7. Actual cost for EACH	42.39	Any change ?	<input type="checkbox"/> N <input type="checkbox"/>
8. Comment			
9. Sub account	200		
<F5> = correcting			

LIFO cost

With a FIFO inventory, this position would display FIFO cost. In either case, the cost displayed is from the top layer in the LIFO/FIFO history, and is the cost as of the last posting. Note that unposted transactions do not affect the LIFO/FIFO layers until they are actually posted.

When Standard Cost inventory valuation is used, this position displays the Standard Cost for this item (from the Item file).

LIFO units

With a FIFO inventory, this position would display FIFO units. In either case, the number of units displayed is the number of units available at the cost displayed as LIFO cost (or FIFO cost). This shows the number of units still available at that cost from the last posting. (If no LIFO layers have been established, this line shows *Replacement cost*.)

When Standard Cost inventory valuation is used, this position displays the Average Cost for this item (from the Item file).

5. Quantity sold

Under LIFO and FIFO, the number of units available in the top LIFO/FIFO layer displays above as part of the old information. If your sale quantity exceeds this amount, you will be using at least one additional LIFO/FIFO layer to satisfy the sale quantity.

Format 99999999.99999

7. Actual cost for (stocking unit)

No entry is allowed in this field for sales. Sales are posted at LIFO/FIFO or Standard Cost, depending on the valuation method used.

For LIFO or FIFO, the exact actual cost (per stocking unit) of the sale is determined by relieving LIFO/FIFO layers to satisfy the sale quantity. The total cost, represented by the layers to be relieved, is divided by the sale quantity to obtain the actual cost per unit.

LIFO/FIFO layers are unaffected by unposted transactions. As a result, if you have unposted transactions for the item, the actual cost used when the transactions are posted may be different than the one shown on the screen.

To view the actual cost that will be used during posting, print an edit list.

When a sale is posted, it relieves LIFO/FIFO layers beginning with the top layer and progressing downward. This procedure continues until enough layers have been relieved to satisfy the sale quantity you have entered.

As the layers are relieved, the exact cost of the sale is computed from the costs stored in the layers. In this way, the exact LIFO/FIFO cost is determined.

When the sale is first entered, the actual cost automatically displays on the screen. This cost is obtained from the LIFO/FIFO layers as they exist as of the last posting of transactions.

However, by the time this sale is posted, the LIFO/FIFO layers may have changed due to other transactions that are posted before it.

This occurs because receivings, credit memos, and adjustments are posted first and new layers may have been added. Because of this, the actual cost of the sale may be different than what is displayed on the screen when you were entering the sale.

If you would like to know the exact cost of your sale and how other unposted transactions may affect the cost layers, print an *Inventory Transaction Edit List*. To see the impact of your transactions on the LIFO layers, post the transactions.

Examine the *Inventory Transaction Registers* that were printed when you posted the example receivings and sales.

Page 0001 of the first register shows the three receiving layers. The most recent (03/16/05) will be the top layer under LIFO (or the bottom layer under FIFO). If you add down the column under total quantity, you will see that 5 lathes were received.

Page 0001 of the second register shows the sale of 1 lathe. The layer is relieved from the top down. The register shows:

Sale

Layers removed: 03/16/05 1 each at \$194.70 cost

The remaining LIFO layers in inventory would be:

Inventory, March 25

March 10	Receivings	1 Lathe at \$194.10
March 7	Receivings	3 Lathes at \$194.40

The first register shows three receiving layers and a total quantity of 5. The second register shows a sale of 1. Therefore, the remaining inventory is $(5 - 1 = 4)$ units).

CREDIT MEMOS

To introduce you to credit memo transactions, assume that the customer to whom you sold the lathe returned it for credit.

Following the same procedure as for sales, enter the information shown below. For *Type*, specify C (credit memo).

Inventory (Enter)		XYZ Company	
1. Item #	9	Lathe, wood	
Warehouse	1 Main		
2. Type	Credit memo	Serial numbers	
Quantity avail	9	Serials to add:	1
Top layer LIFO cost	42.39	Serial #	DS4557
Top layer LIFO qty	2	New/Used	New
Location		P.O. #	155214
3. Transaction date	9/08/04	Source	100
4. Document #	C1	Invoice #	916520
5. Quantity credited	1	Customer #	100
6. Price for EACH	327.00	Warranty	MUHL
7. Actual cost for EACH	194.00	No warranty for product	
8. Comment	Returned	Reference	Neptune Underwater
9. Sub account	100	Any change ?	<input checked="" type="checkbox"/> N

This credit memo creates a new LIFO layer.

Adjustments

An adjustment can also be used to adjust the quantity of a specific LIFO/FIFO layer (specific adjustment). It can also adjust a quantity without regard to a specific LIFO/FIFO layer.

You can see the current LIFO/FIFO layers for any item in inventory by printing a Valuation Report (described in the [Valuation Reports](#) chapter).

Downward Adjustments

There are two types of downward adjustments:

1. Specific layer adjustments
2. Non-specific layer adjustments.

A specific layer downward adjustment will reduce one layer by the negative quantity you enter. This is useful when you discover that an earlier transaction was entered with a wrong quantity.

A *non-specific* layer downward adjustment also reduces your inventory by the negative quantity you enter. However, it does so without regard to any specific layer.

This *non-specific* type of adjustment begins with your top LIFO/FIFO layer, and relieves (eliminates) as many layers as are necessary to satisfy the quantity you entered. As this is done, the cost of the transaction is calculated, using the costs recorded in the layer(s) relieved. For

this reason, an entry is not allowed in the *Actual cost* field when entering a non-specific downward adjustment.

This is useful when you need to adjust inventory as the result of a physical count. In this case, you probably will not know the exact layer(s) affected by your shrinkage, but you are still able to reduce inventory by LIFO/FIFO cost.

Upward Adjustments

There are two types of upward adjustments:

1. Specific layer adjustments
2. Non-specific layer adjustments.

A *specific upward adjustment* increases one layer by the quantity you enter. As with a downward specific adjustment, this gives you the ability to correct an earlier transaction that was entered with an incorrect quantity.

A *non-specific upward adjustment* also increases your inventory by the quantity you enter. However, it does so by inserting a new layer for the date, quantity and cost of the transaction. If a layer already exists for the entered date and cost, the new transaction quantity is added to it.

To introduce you to adjustments, enter the information shown below.

- When asked if you wish to adjust a specific layer, type **Y** to assign the adjustment to a specific LIFO inventory layer. (Answering **N** makes the adjustment without regard to specific layers.)
- Specify “**DS4558**” as the serial number to be adjusted for this serialized item.

Inventory (Enter)		XYZ Company Lathe, wood	
1. Item #	8		
Warehouse	1 Main		
2. Type	Adjustment	Serial numbers	
Quantity avail	10	Serials to add: 1	
Top layer LIFO cost	42.39	Serial # DS4558	
Top layer LIFO qty	2	New/Used New	
Location		P.O. # R1	
		Source 100	
3. Entry date	9/08/04	Invoice # 10220	
4. Document #	A2	Customer # 100	
5. Quantity adjusted	1-	Warranty MUHL	
		No warranty for product	
6. Actual cost	42.39	Reference	
7. New price-1	62.00	Any change ? <input type="checkbox"/>	
8. New price-2	61.48		
9. New price-3	60.98		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			

Note that for a specific layer adjustment, field number 3 changes from *Transaction date* to *Entry date* when adjusting a specific layer to *Layer date*, and field # 6 changes from *Actual cost* to *Layer cost*.

Enter the date and actual cost (purchase price) for the specific layer you want to adjust.

The document number used must match the document number used in the transaction that created the layer you are adjusting. In this case, it is *R2*.

You can get the document number by printing the Valuation Report for this item, selecting to show (LIFO or FIFO) layers.

If the layer date and layer cost do not match an existing LIFO layer, the message *LIFO layer not found, press <Enter> or F8* displays.

Only one specific adjustment transaction per a specific layer is allowed for each posting.

If an adjustment brings a layer to zero quantity during posting, that layer is removed. Therefore, you may delete a layer using a specific layer adjustment resulting in a layer quantity of zero.

A specific adjustment cannot cause the resulting quantity of the specific layer to *pass through* zero. That is, a negative inventory quantity cannot be made positive, and a positive inventory quantity cannot be made negative.

Edit List Errors

Specified Layer not Found/Invalid Transaction Quantity

While printing an edit list or register, you might get an error message that a specified layer has not been found, or that an invalid quantity was entered. This condition can be brought about by the fact that transactions are posted in date order.

While entering specific layer adjustments, the program automatically checks to ensure that the layer you specified is present and that the quantity entered is acceptable. However, during posting, it is possible that your specified layer may have already been eliminated, or its quantity altered, before your specific layer adjustment is posted.

Your specified layer could be eliminated or have its quantity reduced if you enter a sale or downward adjustment with an earlier date than your specific adjustment. Then posting relieves the layer (the one you had specified for your adjustment) or reduces its quantity in order to satisfy the quantity of the sale. This will happen before the posting process gets to your adjustment.

If adjusting the layer you specified is not possible, one of these two messages will appear on the edit list or register:

Specified layer not found-Entry will not be posted.

Invalid entry qty-Entry will not be posted.

In either case, select *Enter* and change the specific adjustment so that it applies to a valid layer. Refer to your *Valuation Report* and *Edit List* for valid layers.

Attempts to post this transaction will not affect the *Running quantity on hand* and will not create General Ledger distributions. In effect, this transaction will be automatically deleted during posting. A valid specific layer must be found in order to allow posting to occur for that transaction. Posting for other transactions will continue normally.

DISTRIBUTIONS TO GENERAL LEDGER

Inventory transactions are posted in the order shown below. The G/L distributions generated by posting the transactions are also described here.

Receivings

- Debit item's Inventory Account (Item file)
- Credit Balance Sheet Liability Account (I/C Control file)

If a receiving occurs when there is a negative LIFO/FIFO layer:

- Debit item's Inventory Account (Item file)
- Debit (or credit) Cost Correction Account (I/C Control file)
- Credit Balance Sheet Liability Account (I/C Control file)

For Standard Costing

- Debit item's Inventory Account (Item file)
- Debit (or credit) Purchase Variance Account (I/C Control file)
- Credit Balance Sheet Liability Account (I/C Control file)
- See the Special Note on Cost Correction at [Cost Correction Notes](#).

Kit Assembly

- Debit item's Inventory Account (Item file)
- Credit Work in Process Account (entered for the work order)

If a kit assembly occurs when there is a negative LIFO/FIFO layer:

- Debit item's Inventory Account (Item file)
- Debit (or credit) Cost Correction Account (I/C Control file)
- Credit Work in Process Account

For Standard Costing

- Debit item's Inventory Account (Item file)
- Debit (or credit) Purchase Variance Account (I/C Control file)
- Credit Work in Process Account (entered for the work order)
- See the note below titled Special Note on Cost Correction.

Credit Memos

- Debit item's Inventory Account (Item file)
- Credit Memo Account (Item file) as the main account number, with the specified profit center (if multiple profit centers are used)

Upward Job Usages

- Debit item's Inventory Account (Item file)
- Credit Job Account (entered for the transaction)

If a job usage occurs when there is a negative quantity on hand:

- Debit item's Inventory Account (Item file)
- Debit (or credit) Cost Correction Account (I/C Control file)
- Credit Job Account (I/C Control file)

Upward Adjustments

- Debit item's Inventory Account (Item file)
- Credit Adjustment Account (entered for the transaction)

Transfers

No distributions are created for transfers.

Downward Adjustments

- Debit Adjustment Account (entered for the transaction)
- Credit item's Inventory Account (Item file)

Sales

- Debit item's Expense Account (Item file) as the main account number, with the specified profit center (if multiple profit centers are used)
- Credit item's Inventory Account (Item file)

Component Usages

- Debit Work in Process Account (this account number is entered when the work order is entered)
- Credit component-item's Inventory Account (Item file)

Downward Job Usages

- Debit Adjustment Account (entered for the transaction)
- Credit item's Inventory Account (Item file)

Transactions are posted in the same order and with the same amounts as appear on the Inventory Transaction Register.

COST CORRECTION NOTES

When there is a negative quantity on hand and a receiving, kit assembly, credit memo, upward job usage, or upward adjustment is posted, if the cost is greater than replacement cost (LIFO/FIFO), then the cost correction account is debited for the difference between the two costs. If the cost is less than replacement cost, then the cost correction account is credited.

For Standard Cost, the Purchase Variance account is debited or credited for differences between the transaction cost and Standard Cost.

Standard Cost Valuation

This appendix contains the following topics:

<u>Introduction to Standard Cost Valuation</u>
<u>Receivings</u>
<u>Posting Sales</u>
<u>Credit Memos</u>
<u>Downward Adjustments</u>
<u>Upward Adjustments</u>
<u>Allocation Methods</u>

INTRODUCTION TO STANDARD COST VALUATION

This appendix describes how to use the Standard Cost valuation option, one of the cost options available in Inventory Control.

Standard Cost is designed to assist wholesalers and distributors in assigning profit responsibility between the purchasing and sales departments.

It is desirable that an in-house Certified Management Accountant or Certified Public Accountant be assigned the responsibility of monitoring and interpreting the information produced by this Standard Cost system.

If your company does not have a qualified person to monitor a Standard Cost system, we suggest that you select one of the other valuation options available (average, LIFO or FIFO). These methods do not require the same level of monitoring or interpretation and they can normally be handled by a general manager on a day-to-day basis and then adjusted by a Certified Public Accountant at year end.

This Standard Cost module was designed to be a modified, not a traditional, Standard Cost system for a manufacturing company. It isolates a material price variance at time of purchase, but does not address material usage, labor cost, or overhead.

This chapter begins with a discussion of setting up the Inventory Control module for the standard valuation method, followed by descriptions of transaction processing involving receivings, sales, credit memos and adjustments.

Setting up Inventory Control

The following should help you and your accountant decide if the Standard Cost method is appropriate for your company, and it should also serve as a reference for processing Standard Cost transactions.

When the Standard Cost valuation method is selected in your I/C Control file, your inventory can be valued at both standard and actual (average) cost.

This means that all your accounting transactions (booked to the G/L) are made using a Standard Cost per unit; however, perpetual average cost is also calculated and recorded (but not booked). This allows you to identify both the Standard Cost of your inventory (per your G/L distribution), as well as the actual cost of your inventory (per the Valuation Report with the *A* method selected).

You may set the I/C Control file so that receivings will update an item's Standard Cost with its replacement cost. The examples in this section are based on the I/C Control file set to *not update* Standard Cost with Replacement Cost.

The following should assist you in understanding the processing logic used for Standard Costing. Several transactions are illustrated and the set-up of selected master files is shown.

Set up or verify the information in these files:

1. Valid General Ledger Account file

These accounts below will be used throughout the illustrations for the Standard Cost method:

ACCOUNT #	DESCRIPTION
1100-000	Accounts Receivable
1200-000	Merchandise Inventory
2000-000	Accounts Payable
4010-100	Sales - Tools
5070-000	Cost of Goods Sold
5080-000	Credit Memo
7000-000	Inventory Adjustments
7010-000	Purchase Variances
7020-000	Credit Memo/Adj Variance

2. I/C Control file

Use Control information to set up the I/C Control file as shown on the following four screens:

Master information (Control information)	XYZ Company
1. Inventory valuation method ?	Standard cost
2. Use serial costing ?	(Not applicable)
3. Multi warehousing ?	N
4. Multi warehouse pricing ?	(Not applicable)
5. Inventory register format	Detail
6. Condensed sales registers ?	N
7. Using Purchase Order ?	N
8. Using Accounts Payable ?	N
9. How many prior periods of qty info do you wish to track ?	12
10. Are these periods monthly ?	Y
11. Are cost of sales used ?	Y
12. Back order control ?	Y

Field number to change ?

Master information (Control information)	XYZ Company
13. Assign sub accounts to items ?	N
14. Default sub account	000
15. Default sales account	4010
16. Default expense account	5070
17. Default credit memo account	5080
18. Default B/S inventory account	1200-000 Merchandise inventory
19. B/S liability account	2000-000 Accounts payable
20. Purchase variance account	7010-000 Variance
21. Cr memo/Adj variance account	7020-000 Cr memo/adj variance
22. Current period ending date	3/31/88

Field number to change ?

Master information (Control information)		XYZ Company
23. 1st keyword method		Full description
2nd keyword method		Category / Sub-category
3rd keyword method		Vendor prod #
4th keyword method		
24. Physical count method		Expanded
25. Inventory reorder basis		Net quantity
26. Use sale prices by		Item, Category, Sub-category
27. Use contract prices by		Item
28. Use kits ?		Y
29. Starting work order #		1
30. Default Work in Process account		1240-000
		Work in process / Kits
31. Print item labels ?		Y
32. Default label format	(4)	1 Item Label
33. Next kit serial #		199904000
34. Default W/O posting printer		1 Laser
35. Default W/O label format		1 Item Label

Field number to change ?

Master information (Control information)		XYZ Company
36. Quantity 1 title	Size	Length 5 Decimal 2
37. Quantity 2 title		
38. Description 1 title	Color	Length 8
39. Description 2 title		
40. Date 1 title	Expiration date	
41. Date 2 title		
42. Inventory history order	Ascending	
43. Update standard cost with replacement cost?	N	
44. Optional coverage type	Refund	

Field number to change ?

Note

The Standard Cost example explained here requires that the Control file field #43 above is set to N. If you do choose the *Update standard cost with replacement cost*, this discussion does not apply to your setup.

3. The Item file

If field # 22 in Items for item number 3 (Wrench) does not currently show a quantity on hand of zero, you will need to either enter an adjustment transaction to leave a zero quantity balance or initialize the Item file and re-enter the data for item number 3 using Items.

For our examples to make sense, the inventory account for this item should be 1200-000 and the credit memo account should be 5080. Prior to entering the item data for item number 3, set up the pricing code and commission code shown, if you have not already defined them.

Item #3 should be set up as follows:

Items		XYZ Company	
* 1. Item number	3	13. Price-1	10.00
2. Description	Wrench, 3/8" Socket Set	14. Price-2	16.50
		15. Price-3	15.00
		16. Price-4	0.00
		17. Price-5	0.00
3. Bar code		18. Alt unit 1	None
4. Category	TOOLS POWER TOOLS	19. Alt unit 2	None
5. Sub-category		20. Prefer unit	(Not applicable)
6. Track method	Normal	21. Average cost	0.00
7. Item type	1 MERCHANDISE	22. Std cost	10.00
8. Status	A Active item	23. Rplcmt cost	10.00
9. Stock unit	EACH Each	24. Qty on hand	0
10. Price unit	EACH Each	25. Qty commit	(Not applicable)
11. Conv factor	1	26. Qty on order	(Not applicable)
		27. Qty on B/O	(Not applicable)
12. Price code	03	28. Qty on W/O	0
	Mark-up Qty		

<F1>=next, <SF1>=prev, <F3>=del, <F5>=alt, <F6>=notes, <F7>=status, <SF7>=multi-whses
Field number to change ?

Items		XYZ Company	
Item number: 3		Wrench, 3/8" Socket Set	
29. Weight	.00	40. Warranty	(Not applicable)
30. Height	8.00 IN	41. Grace period	(Not applicable)
31. Width	.00	42. ABC code	C
32. Depth	.00	43. B/O code	B
		44. Job cost category	
33. Date created	5/27/98	45. Color	
34. Last sold on	None		
35. Last used on	None		
36. Last received	None		
37. Drawing number		46. Expiration date	
38. Revision number	(Not applicable)	47. Size	0
39. Revision date	(Not applicable)		

<F5> = alternates, <F6> = notes, <F7> = status
Field number to change ?

Items		XYZ Company	
Item number: 3		Wrench, 3/8" Socket Set	
48. Vendor number	500		
49. Vendor prod #	SOCKET SET		
50. Min order qty	25 EACH		
51. Lead time			
52. Service vendor			
53. Taxable ?	Y		
54. Commis code			
55. Inventory acct #	1200-000 Merchandise inventory		
56. Sales acct #	4010	58. Cr-memo acct #	5080
57. Expense acct #	5070		

<F5> = alternates, <F6> = notes, <F7> = status
Field number to change ?

On the status information screen, enter 2 for the location code, 20 for the maximum quantity, and 10 for the reorder level. Enter zero amounts for all *sold* and *used* fields on the status information screens.

Receivings

Now that your three master files have been verified as correct, some accounting transactions can be illustrated.

A new date will be used for each transaction illustrated in this chapter. You will then be able to sort printouts by the transaction dates.

Select *Enter* from *Inventory* from the I/C menu. Enter the following receiving:

Inventory (Enter)		XYZ Company	
1. Item #	3	Wrench, 3/8" Socket Set	
2. Type	Receiving	Stocking unit EACH	
Quantity avail	0	Price-1	18.00
Standard cost	10.00	Price-2	16.50
Average cost	10.00	Price-3	15.00
Location		Price-4	0.00
		Price-5	0.00
3. Transaction date	2/16/99	New qty avail	100
4. Document #	R1	New avg cost	12.00
5. Quantity received	100		
6. Actual cost for EACH	12.00		
7. New price-1	18.00		
8. New price-2	16.50		
9. New price-3	15.00	12. New location 2	
10. New price-4	0.00	13. Comment	
11. New price-5	0.00		
<F5> = correcting			
Field number to change ? <input type="text"/>			

Note that this purchase was made at an actual cost of \$12.00 per unit and the standard unit cost was \$10.00.

You may print an Edit List to verify the transaction was properly entered.

After you have verified that the receiving was properly entered, select Post from the Inventory menu to post the receiving to the inventory files.

When you post the transaction, a register is printed.

RECEIVINGS

Posting causes certain cost fields in the Item file and accounting activity in the I/C Distribution to G/L file to be updated.

The Item file and Distribution file changes are illustrated below, along with T-Account representations of the posting activity. *BB* in the T-Accounts below is an abbreviation for *Beginning Balance*.

The Item file is not a G/L account; however, it is updated during posting and provides you with perpetual average cost information for a valuation report.

Old Qty.	Old Avg. Cost	New Qty.	New Avg. Cost
0	0	100	\$12.00

Actual entries in the I/C Distribution to G/L file:

Debit Merchandise Inventory	\$1000	
Debit Purchase Variances	\$200	
Credit Accounts Payable		\$1200

Receivings T-Account

1100-000	1200-000	2000-000
Accounts Receivable	Merchandise Inventory	Accounts Payable
BB 00	BB 0	0 BB
	\$1000	\$1200
7000-000	5070-000	4010-000
Inventory Adjustments	Cost of Goods Sold	Sales
BB 0	BB 0	0 BB
7010-000	7020-000	5080-000
Purchase Variance	Cr Memo/Adj Variance	Credit Memo

BB 0 BB 0 0 BB
\$200

General Ledger Distributions After Receivings

Example

Print the Distributions to G/L Report by selecting Distributions to G/L from the Reports menu. Use *First* to *Last* for both the account number range and the date range.

Notice that merchandise inventory is distributed at Standard Cost, accounts payable is at actual cost, and the purchase variance is the difference between actual cost and Standard Cost.

Valuation Reports After Receivings

Now print a valuation report using the *Standard Cost* option.

Example

Select *Valuation report* from the *Reports* menu.

Enter the following information:

Reports (Valuation report) XYZ Company

1. Starting item #
2. Ending item #
3. Group by inv acct ?
4. Inventory acct #
5. Vendor #
6. Product category
7. Product sub-category
8. Suppress blank lines ?
9. Include items with zero qty on hand ?
10. Use standard or actual cost ?

<F2> = "First"

Now print the Valuation Report again, answering Y to *Include items with zero qty on hand ?* and using Actual cost.

Notice that the inventory value at Standard Cost is \$1000 (the value in the Merchandise Inventory account). The value at actual cost is \$1200 (Merchandise Inventory Control Purchase Variances).

Item File after Receivings

Now examine the Item file again and see what has happened.

Example

Select *Items* from the I/C menu

Type 3 to see the information for item number 3, as shown below:

Items		XYZ Company	
* 1. Item number	3	13. Price-1	18.00
2. Description	Wrench, 3/8" Socket Set	14. Price-2	16.50
		15. Price-3	15.00
		16. Price-4	0.00
		17. Price-5	0.00
3. Bar code		18. Alt unit 1	None
4. Category	TOOLS POWER TOOLS	19. Alt unit 2	None
5. Sub-category		20. Prefer unit	(Not applicable)
6. Track method	Normal	21. Average cost	12.00
7. Item type	1 MERCHANDISE	22. Std cost	10.00
8. Status	A Active item	23. Rplcmnt cost	12.00
9. Stock unit	EACH Each		
10. Price unit	EACH Each	24. Qty on hand	100
11. Conv factor	1	25. Qty commit	0
		26. Qty on order	(Not applicable)
12. Price code	03	27. Qty on B/O	0
	Mark-up Qty	28. Qty on W/O	0

<F1>=next, <SF1>=prev, <F3>=del, <F5>=alt, <F6>=notes, <F7>=status, <SF7>=multi-whses
 Field number to change ?

Notice that the average cost field has been updated to reflect the receiving. Replacement cost has also been adjusted to the last receiving.

Sales

To illustrate a sale, exit to the I/C menu, and select Inventory. Then select *Enter*. Enter the following transaction:

Inventory (Enter)		XYZ Company	
1. Item #	3	Wrench, 3/8" Socket Set	
2. Type	Sale		
		Stocking unit	EACH
Quantity avail	100	Price-1	18.00
Standard cost	10.00	Price-2	16.50
Average cost	12.00	Price-3	15.00
Location	2	Price-4	0.00
		Price-5	0.00
3. Transaction date	2/17/89		
4. Document #	S1	New qty avail	90
5. Quantity sold	10		
		6. Price for EACH	18.00
		7. Std cost for EACH	10.00
		Ext price	180.00
		Gross margin	80.00
8. Comment			
9. Sub account	000		
<F5> = correcting			
Field number to change ? 			

Note that this sale was made at the Standard Cost of \$10.00, not the actual cost of \$12.00. Field number 7 defaults to Standard Cost.

Run the edit list to verify the transaction was properly entered.

POSTING SALES

Select Post from the Inventory menu to post the sale to the Inventory files.

When you post the transaction, a register will be printed.

T-Account Postings of a Sale

Posting causes certain fields in the Item file and in the I/C Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty.	Old Avg.Cost	New Qty	New Avg. Cost
100	\$12.00	90	\$12.00

Actual entries in the I/C Distribution to G/L file:

Debit Cost of Goods Sold

Credit Merchandise \$100

Sales T-Account

1100-000	1200-000	2000-000
Accounts Receivable	Merchandise Inventory	Accounts Payable
BB 00	BB 0	0 BB
	\$1000	\$1200
	\$100	
7000-000	5070-000	4010-000
Inventory Adjustments	Cost of Goods Sold	Sales
BB 0	BB 0	0 BB
	\$100	
7010-000	7020-000	5080-000

Purchase Variance		Cr Memo/Adj Variance		Credit Memo	
BB	0	BB	0	0	BB
	\$200				

Note that a sale does not change the actual average cost.

Also note that neither sales nor accounts receivable entries are generated by Inventory Control. Such entries would be generated by Order Entry or Accounts Receivable. If you are not using these modules, you must enter a sale transaction in Accounts Receivable. If you are not using A/R, then you must make a journal entry in General Ledger.

Distributions to the General Ledger after a Sale

Print the Distributions to G/L Report by selecting Distributions to G/L from the Reports menu. Use *First to Last* for both the account number range and the date range.

Valuation Reports after a Sale

Print two valuation reports, one using Standard Cost and the other actual cost.

Select Valuation report from the Reports menu, and print Valuation reports for item number 3, one using Standard Cost and one using average cost.

Item File after a Sale

Examine the Item file again and see what has happened.

Select Items from the I/C menu and enter 3 to see the information for item number 3. After viewing this screen, look at the Status screen.

Notice that the quantity on hand, *Last sold on date*, and *PTD/YTD* fields have been updated to reflect the sale.

CREDIT MEMOS

To introduce you to credit memos under Standard Costing, select *Inventory*, then select *Enter*.

Enter the information shown on the following screen.

Inventory (Enter)		XYZ Company	
1. Item #	3	Wrench, 3/8" Socket Set	
Warehouse	Central Central		
2. Type	Credit memo		
Quantity avail	1,060	Stocking unit	EACH
Top layer LIFO cost	8.50	Whs avail	885
Top layer LIFO qty	350	Price-1	23.50
Location		Price-2	23.00
		Price-3	22.50
		Price-4	22.00
		Price-5	21.50
3. Transaction date	10/22/04	New qty avail	1,070
4. Document #	01	New whs avail	885
5. Quantity credited	10	Ext price	235.00
6. Price for EACH	23.50		
7. Actual cost for EACH	16.89		
8. Comment			
9. Sub account	000		
<F5> = correcting			
Field number to change ? <input type="text"/>			

Be certain to enter the credit memo using the same price and cost (standard) at which the item was originally sold. This allows the system to correctly update the Item file at average cost, and the Distribution file using Standard Cost.

If you issue credit for damaged goods or goods that will not be returned to inventory, then you should use the Accounts Receivable module or make a General Journal entry in the General Ledger module to debit the Sales account and credit the Accounts Receivable account.

This will inflate your PTD/YTD figures, but your inventory quantities and your distributions will be correct.

Example: Select Post from the Inventory menu to post the credit memo to the inventory files. A register will be printed.

T-Account Postings of a Credit Memo

Posting causes certain fields in the Item file and in the I/C Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty.	Old Avg.Cost	New Qty	New Avg. Cost
90	\$12.00	100	\$11.80

Actual entries in the I/C Distribution to G/L file:

Debit Merchandise Inventory	\$100
Credit Memo (actual)	

Credit Memo T- Accounts

1100-000	1200-000	2000-000
Accounts Receivable	Merchandise Inventory	Accounts Payable
BB 00	BB 0	0 BB
	\$1000	\$1200
	\$100	
	\$100	
7000-000	5070-000	4010-000
Inventory Adjustments	Cost of Goods Sold	Sales
BB 0	BB 0	0 BB
	\$100	
7010-000	7020-000	5080-000
Purchase Variance	Cr Memo/Adj Variance	Credit Memo
BB 0	BB 0	0 BB
\$200		\$100

The item will be added back to inventory at actual cost. If there was a difference between Standard Cost and actual cost when the unit was originally sold, then you should use an adjustment transaction to account for this difference.

In order to illustrate this difference, it was assumed (incorrectly) that the Standard Cost of \$10.00/unit was the actual cost. This will be corrected in a downward adjustment.

Distributions to General Ledger after a Credit Memo

Print the Distributions to G/L Report by selecting Distributions to G/L from the Reports menu. Use *First to Last* for both the account number range and the date range.

Valuation Report after a Credit Memo

Print a valuation report at the Standard Cost and then at actual cost.



Select Valuation report from the Reports menu, and print Valuation reports for item number 3, one using Standard Cost and one using average cost.

The Item File after a Credit Memo

Now examine the Item file again.

After viewing this screen, look at the Status screen.

Note that the average cost, quantity on hand, and PTD/YTD figures have been updated, but not the replacement cost.

DOWNWARD ADJUSTMENTS

This transaction illustrates the handling of a downward adjustment.

Inventory (Enter)		XYZ Company Wrench, 3/8" Socket Set	
1. Item #	3		
2. Type	Adjustment	Stocking unit	EACH
Quantity avail	100	Price-1	18.00
Standard cost	10.00	Price-2	16.50
Average cost	12.00	Price-3	15.00
Location	2	Price-4	0.00
		Price-5	0.00
3. Transaction date	2/19/89	New qty avail	110
4. Document #	A1	New avg cost	11.81818
5. Quantity adjusted	10	12. Adj acct	7020-000
Reduce qty used ?	N	Cr memo/adj variance	
6. Actual cost for EACH	10.00	13. New location 2	
7. New price-1	18.00	14. Comment	
8. New price-2	16.50		
9. New price-3	15.00		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			
Field number to change ? <input style="width: 50px;" type="text"/>			

The purpose of this adjustment is to reverse the credit memo. Be certain to enter the \$10.00 actual cost that was used in the earlier credit memo. This was used as the cost at the time of sale, and is the Standard Cost as found in the Item file at the time of sale.

An adjustment transaction allows you to adjust your quantity on hand so that it reflects the actual physical count in your inventory.

Posting after a Downward Adjustment

Example: Select Post from the Inventory menu to post the adjustment. A register will be printed.

T-Account Postings of Downward Adjustments

Posting causes certain fields in the Item file and in the I/C Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty	Old Avg.Cost	New Qty	New Avg. Cost
100	\$11.80	90	\$12.00

Actual entries in the I/C Distribution to G/L file:

Debit Inventory Adjustments \$100

Credit Merchandise Inventory \$100

Downward Adjustment T-Account

1100-000		1200-000		2000-000	
Accounts Receivable		Merchandise Inventory		Accounts Payable	
BB	00	BB	0	0	BB
		\$1000		\$1200	
		\$100			
		\$100			
		\$100			
7000-000		5070-000		4010-000	
Inventory Adjustments		Cost of Goods Sold		Sales	
BB	0	BB	0	0	BB
\$100		\$100			
7010-000		7020-000		5080-000	
Purchase Variance		Cr Memo/Adj Variance		Credit Memo	
BB	0	BB	0	0	BB
\$200				\$100	

Distributions to General Ledger after a Downward Adjustment

Print the Distributions to G/L Report by selecting Distributions to G/L from the Reports menu. Use *First to Last* for both the account number range and the date range.

Valuation Reports after a Downward Adjustment

Now print valuation reports using Standard Cost and then actual cost.

Select Valuation report from the Reports menu, and print Valuation reports for item number 3, one using Standard Cost and one using average cost.

Item File after a Downward Adjustment

Now examine the Item file again.

Note that the average cost has been updated due to this downward adjustment, reversing the effect of the credit memo transaction on the Item file.

After viewing this screen, examine the *Status* screen.

On the status information screen, only the quantity on hand has changed.

UPWARD ADJUSTMENTS

The next transaction will illustrate the handling of an upward, or positive adjustment.

Inventory (Enter)		XYZ Company Wrench, 3/8" Socket Set	
1. Item #	3		
2. Type	Adjustment		
Quantity avail	110	Stocking unit	EACH
Standard cost	10.00	Price-1	18.00
Average cost	12.00	Price-2	16.50
Location	2	Price-3	15.00
		Price-4	0.00
		Price-5	0.00
3. Transaction date	2/20/89	New qty avail	115
4. Document #	A2	New avg cost	11.80476
5. Quantity adjusted	5	12. Adj acct	7020-000
Reduce qty used ?	N	Cr memo/adj variance	
6. Actual cost for EACH	10.00	13. New location	2
7. New price-1	18.00	14. Comment	
8. New price-2	16.50		
9. New price-3	15.00		
10. New price-4	0.00		
11. New price-5	0.00		
<F5> = correcting			
Field number to change ? <input type="text"/>			

Adjustment transactions allow you to adjust your inventory to reflect the actual physical count in your warehouse(s). Note that, in this example, average cost is used to make the adjustment.

Posting an Upward Adjustment

Select Post from the Inventory menu to post the above adjustment. A register will be printed.

Upward Adjustments T-Account Postings

Posting causes certain fields in the Item file and in the I/C Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty.	Old Avg.Cost	New Qty	New Avg. Cost
90	\$12.00	95	\$12.00

Actual entries in the I/C Distribution to G/L file:

Debit Merchandise Inventory \$50

Credit Inventory Adjustments \$50

T-Account Postings

1100-000	1200-000	2000-000
Accounts Receivable	Merchandise Inventory	Accounts Payable
BB 00	BB 0	0 BB

\$100	\$1000	\$1200
	\$100	
	\$100	
	\$100	
	\$50	

7000-000	5070-000	4010-000
Inventory Adjustments	Cost of Goods Sold	Sales
BB 0	BB 0	0 BB
\$100	\$100	
\$60		

7010-000	7020-000	5080-000
Purchase Variance	Cr Memo/Adj Variance	Credit Memo
BB 0	BB 0	0 BB
\$200	\$10	\$100

Distributions to General Ledger after an Upward Adjustment

Print the Distributions to G/L Report by selecting Distributions to G/L from the Reports menu. Use *First to Last* for both the account number range and the date range.

Valuation Reports after Upward Adjustments

Now print valuation reports using Standard Cost and then actual cost.

Example: Select Valuation report from the Reports menu, and print Valuation reports for item number 3, one using Standard Cost and one using average cost.

Item File after Upward Adjustments

Examine the Item file again.

After viewing this screen, look at the *Status* screen.

Note only the *quantity on hand* has changed.

Disposition of Variances

At year end, your Merchandise Inventory and Cost of Goods Sold accounts will be at standard. You may also have entries in your Credit Memo/Adjustment Variance and Purchase Variances accounts. Generally accepted accounting principles require that you present reconciled figures for inventory and cost of goods.

Allocation of Variances at Year End or Prior to Changing any Standard Unit Cost

In order to reconcile these figures to actual cost, you must allocate the total variances accumulated throughout the year in the Purchase Variances and Credit Memo/Adjustment Variance accounts. The net variance should be posted (debited and credited) to the Merchandise Inventory and Cost of Goods Sold accounts by means of a General Journal entry (in the G/L module). No transaction entry is required in Inventory Control.

Procedures for Allocation of the Variances and Determining the Adjustment Amounts

The net variance for the year can be determined by adding the balances in the Purchase Variances and the Credit Memo/Adjustment Variance accounts. This net variance can then be allocated in either of the two following methods, or another method more appropriate to your needs.

ALLOCATION METHODS

You should consult an accountant to determine the appropriate method of allocation.

Method #1

1. Determine the total goods available for the period by adding ending inventory and the cost of goods sold figures.

$$\text{Ending inventory (std)} + \text{Cost of goods sold (std)} = \text{Total goods available (std)}$$

2. Divide ending inventory by the total goods available for the period.

$$\text{Ending inventory (std)} / \text{Total goods available (std)} = \text{Ratio}$$

3. Multiply this ratio by the net variance. The resulting figure represents the portion of the net variance that should be allocated to the ending inventory balance.

$$\text{Ratio} \times \text{Net variance} = \text{Ending inventory portion}$$

(Amount needed to adjust inventory to actual cost)

4. The remaining amount represents the portion to be allocated to the cost of goods sold balance.

$$\text{Net variance} - \text{Ending inventory portion} = \text{Cost of goods sold portion}$$

(Amount needed to adjust COGS to actual cost)

5. The following entry would be made to allocate the variance, assuming the net variance was a debit balance:

Debit Merchandise Inventory
Debit Cost of Goods Sold

Credit Purchase Variances

Credit Memo/Adjustment Variance

A second method is illustrated below:

Method #2

1. Print Valuation Reports at actual and at Standard Cost.
2. The difference between the two inventory figures (total at actual cost minus total at Standard Cost) is the net variance that is needed to adjust inventory at standard to inventory at actual (Ending inventory portion).
3. The Cost of goods sold portion is calculated by subtracting the Ending inventory portion from the net variance amount.
4. The following entry would be made to allocate the variance, assuming the net variance was a debit balance:

Debit Merchandise Inventory
Debit Cost of Goods Sold

Credit Purchase Variances
Credit Memo/Adjustment Variance

Note

Standard costs are not usually changed during the year. However, if your circumstances dictate that a change is needed, and your accountant agrees, changes are allowed in this system.

Prior to changing even one standard unit cost, though, it is necessary to allocate the net variances that have been accumulated to date. All outstanding transactions should be posted, and then the procedures outlined above for year-end allocation should be followed and the appropriate journal entries made.

After the journal entries have been made, your General Ledger module will have inventory at actual cost, and your Inventory Control module will have inventory at Standard Cost.

To state your General Ledger inventory at Standard Cost, you would make the following entries:

Debit Purchase Variances

Debit Credit Memo/Adjustment Variance

Credit Merchandise Inventory

This will allow you to continue using Standard Cost on a daily basis. Notice that you do not have to make any reversing journal entries for Cost of Goods Sold, because it is an expense account.

Changing Valuation Methods

This appendix contains the following topics:

[Changing Valuation Methods](#).....

[Restoring Lost or Corrupted Control Files](#).....

CHANGING VALUATION METHODS

During the normal course of business, you may decide to change your inventory valuation or warehousing method. In order to make such a change, the steps outlined below must be followed to ensure data integrity.

When considering a change to your valuation or warehousing method, be sure to obtain your accountant's advice before proceeding.

CHANGING VALUATION METHODS	
STEP	DESCRIPTION
1	<p>Back up all I/C data files. Also back up data files for Accounts Receivable, Order Entry, Point of Sale and Purchase Order, if you are using any of these modules.</p> <p>This provides you a means of recovering your data files, if needed, as they existed prior to making the changes below.</p>
2	<p>All I/C processing currently underway must be completed before any change of inventory valuation or warehousing methods is begun.</p>
	<p>If you are using Purchase Order, post all purchase requests before continuing. Refer to the <i>Purchase Order User Manual</i>.</p>
	<p>If you are using Order Entry, Accounts Receivable or Point of Sale and are switching from multi-warehousing to single warehousing, close out all orders with line items to be shipped from warehouses other than the Central warehouse.</p>
	<p>If it is not possible to print invoices and post all line items for all orders from these warehouses, you will have to delete these orders before continuing (they can be reentered later after completing the instructions in this section).</p>
	<p>You should also remove (by posting or deleting) any order or invoice that refers to other than the Central warehouse. Refer to the <i>Order Entry</i>, <i>Point of Sale</i> or <i>Accounts Receivable</i> User Manuals for instructions on how to print and post invoices and delete line items or orders.</p>

CHANGING VALUATION METHODS	
STEP	DESCRIPTION
	If you are using kits, complete and close all work orders prior to changing your valuation method or warehousing method.
	Complete all inventory transaction processing.
	If you have just posted from O/E, P/S or A/R, all inventory transaction processing is already completed. If you have just posted from Purchasing, inventory transaction processing may not be completed. If it is unclear whether transaction processing is incomplete, try to print an Inventory Transaction Edit List. This is done by selecting Edit list from the Inventory menu.
	If you track serial numbers, you should also try to print a transaction edit list for serial transactions by selecting <i>Edit list</i> from the Serial numbers menu.
3	If any unposted transactions are present, run <i>Post</i> on the Inventory menu and/or on the Serial numbers menu. This completes any transaction processing that may have been in progress.
4	This applies if you are switching from LIFO to FIFO or if you are switching from FIFO to LIFO.
	If you are using the General Ledger module, any outstanding I/C distributions must be interfaced to G/L before continuing.
	If it is unclear whether any distributions exist, try to print an I/C Distribution to G/L Report by selecting <i>Distributions to G/L</i> from the Reports menu. If any distributions show on the report, run Get distributions from the General Ledger menu. Refer to the <i>General Ledger</i> User Manual.
	Whether or not you are running General Ledger, print and purge the Distributions to G/L report.
5	If you are currently using LIFO and are switching to FIFO, or if you are currently using FIFO and are switching to LIFO, print a Valuation Report. Print the report for your entire range of items.

CHANGING VALUATION METHODS	
STEP	DESCRIPTION
	The layers shown on the report will be in the reverse order of the order in which they need to appear after you switch to LIFO from FIFO, and vice versa.
	Later, you will have to re-enter receiving transactions for all items/layers in order to get them into the proper order for your new valuation method.
6	If you are switching from multi-warehousing to single-warehousing, you must delete all status records from the Status file for warehouses other than the Central warehouse. If balances remain at those warehouses, transfer them to the Central warehouse before deleting the status records. Do not forget to enter any serial numbers for <i>serialized</i> items, or lot numbers for lot-controlled items, as you enter the transfer transactions.
	To delete the Status records, run <i>Status</i> from the I/C menu. In order to recover disk space, after the deletion, you may run File recovery utilities.
	From the File recovery utilities menu, select Export a file and export the Status file. After the export is completed, select Restore a file from export and restore the Status file using the <i>C (Create new file)</i> option.
7	Change the inventory valuation or warehousing method specified in the I/C Control file. However, the Control information selection prevents you from changing these options. Also, if a change to LIFO or FIFO costing is being done, the Layer file (which contains LIFO/FIFO layers) must be created.
	In either case, the I/C Control file must be initialized prior to doing so. Refer to the <i>Initializing Data Files</i> appendix. Write down the current values in the I/C Control file.
	If you are switching to LIFO or FIFO, or switching from LIFO/FIFO to Average or Standard costing, also initialize the Layer file.
	If you are switching from multi-warehousing to single-warehousing, you should also initialize the Ware-

CHANGING VALUATION METHODS	
STEP	DESCRIPTION
	house file, because the data in this file will no longer be needed.
8	After initializing the I/C Control file, re-enter its data with the new options.
9	If you have switched from single to multi-warehousing, run Warehouses from the Master information menu to define your warehouse(s). You may also run the Status load selection from the I/C Utility menu. This gives you an easy way to set up status records for the appropriate items in your warehouse(s).
10	Run Recalculate inventory quantities from the File recovery utilities menu. This selection sets the quantity fields in the Item file and Status file to the totals for the Layer file, the Order Line Item file (if you are using O/E, P/S or A/R).
11	If you have switched from Average or Standard costing to LIFO or FIFO, you should enter receiving transactions for all items to create layer history. Enter a separate receiving transaction for each layer to be created.
12	If you have switched from LIFO to FIFO (or vice versa), you should enter receiving transactions for all items/layers in order to reorder the layer history. Refer to the <i>Valuation Report</i> printed in step 5.
	If maintaining the specific detailed layers is not necessary, according to your accountant's advice, you can take the layer totals as shown on the Valuation Report and enter one receiving transaction for each item. After posting these transactions, run the Distributions to G/L selection and purge all G/L distributions. This prevents double posting to G/L, because distributions for these layers have already been interfaced to G/L in step 4 above.

RESTORING LOST OR CORRUPTED CONTROL FILES

In the event that the I/C Control file is accidentally deleted or is lost, it must be restored from a backup or recreated before continuing with any other Inventory Control functions.

The preferred method is usually to restore the file from a backup. If that is not possible, then you will need to recreate the I/C Control file.

To recreate the I/C Control file, follow these steps:

STEP	DESCRIPTION
1	Initialize the I/C Control file, skipping all other files. Refer to the <i>Initializing Data Files</i> chapter in the <i>PBS Administration</i> manual.
2	Select Control information from the Master information menu. Enter the desired options.
3	When recreating a lost I/C Control file, it is essential to enter the inventory valuation and warehouse methods exactly as they were prior to losing the Control file. To do otherwise would be the same as changing valuation or warehouse methods, and the guidelines in this appendix must be followed to ensure data integrity.

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